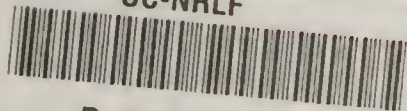


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Classified Illustrated Catalog
of the
Library Bureau
Library Department

530 Atlantic Ave. } Boston 377 Broadway (Cor. White St.) New York
Cor. of Congress St. }

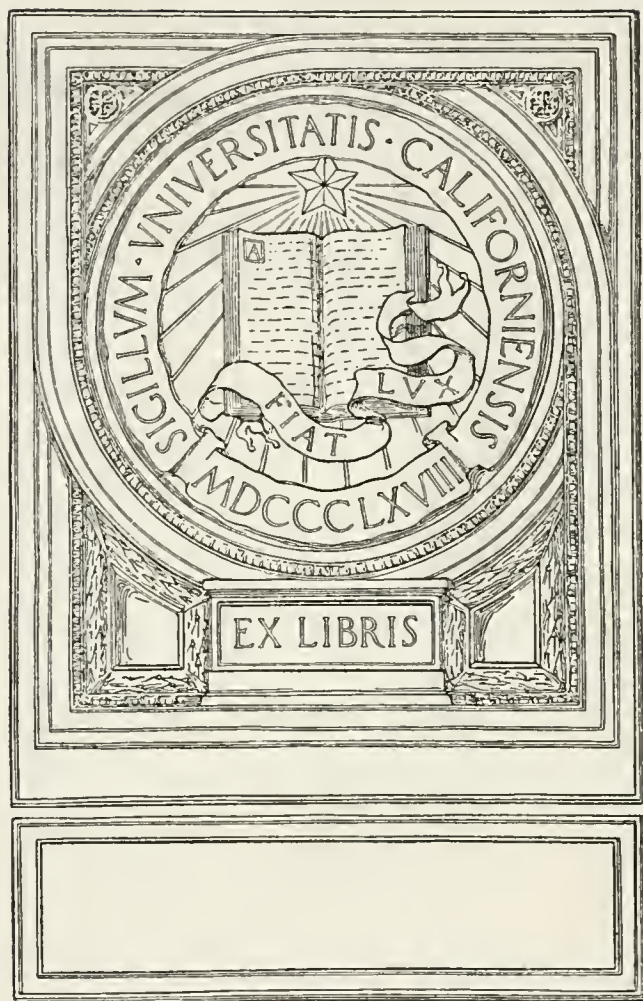
215 Madison St. Chicago 112 - 116 No. Broad St. Philadelphia

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London

Paris

1900



"The library center of the country, doing much needed work impracticable for the Society or periodical, thus supplementing the Library Association and Journal"

Preserve for reference

Classified illustrated catalog
OF THE
LIBRARY DEPARTMENT
OF
Library Bureau

FOUNDED 1876 INCORPORATED 1888

H. E. DAVIDSON,
1st Vice-president

W. E. PARKER,
Treasurer

A HANDBOOK OF LIBRARY FITTINGS AND SUPPLIES

SALESROOMS

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377 Broadway (corner White street) New York

215 Madison st. Chicago

112-116 N. Broad st. Philadelphia

10 Bloomsbury st. W. C. London

1416 F st. N. W. Washington D. C.

Paris 49 rue Rambuteau

1900

10-14
1890

LIBRARY
SCHOOL

Printed by the Printing Department of The Library Bureau, Boston.

PREFACE

RECOGNIZING the growing interest which is being manifested in library work and the consequent increasing demand for information regarding purely technical appliances, the Library Bureau has issued a separate catalog of its library department designed to interest those establishing public libraries, those actively engaged in library work, and owners of private libraries seeking for the best aids in making their libraries easy of reference and generally more serviceable. Much which has appeared in former catalogs of interest to business houses but not to library workers has been eliminated.

The new publications to which we call attention will be found of especial interest; and all mechanical and labor-saving devices we believe are the best of their kind yet devised.

Goods will be shipped to any house, institution, or individual of known responsibility, or on receipt of satisfactory references. As our constituency is scattered over the entire civilized world, it is necessary to adhere strictly to the rule, for goods can not be sent to strangers. Patrons who have no means of showing their responsibility, may order C. O. D., or remit in advance to cover the bill, and any surplus will be returned with the goods shipped. Remittances should be made in exchange on Boston, New York, Chicago, or for foreign orders, on London, or by money order or postal note. Actual cost for collecting local checks will be charged.

Always give catalog number and date of catalog used, as printed on its title, to facilitate the prompt and exact filling of orders.

All prices printed in this catalog are net. The discounts for quantity are indicated in each case and subject to change.

The simplified spellings used, are recommended for general adoption by the most eminent English scholars now living.

To public and private libraries

Up to 1876 no business had been organized with the definite purpose of supplying libraries with all needed appliances for administration, or in any way to consider their wants, aside from the attention, based on immediate profits, which they might receive from more or less enterprising booksellers and stationers. This was all the field seemed to justify from a business point of view. Few libraries used the same standards, or accomplished a given result by the same method. This diversity of practice made co-operation well nigh impossible among older libraries, and compelled those just starting to select from existing methods or to originate new ones with inexperience for guidance, each library administration representing the judgment and personal equation of its promoters.

In 1876 the American Library Association was formed for the purpose of focalizing the experience of its members, to discuss and recommend the best methods and devices for administration. Its work is well known and far reaching.

Leading members of the Association have given their time and services in a most generous way to the solution of important questions. A co-operation committee was formed at the start for the purpose of gathering models and suggestions of new devices and working out for each necessity the very best method or appliance. In this way the essential appliances now used by libraries in America were evolved, though now greatly improved by the years of study given them by the Bureau. It soon became apparent that but a small part of the difficulties were overcome by this co-operative selection; that some one must undertake the supply of the articles recommended, not only to save the excessive cost and great extra trouble and loss of time of each library making separately, but to give constant study to perfecting every detail and to reduction of prices where practicable. To the ordinary business mind the idea that a self supporting business could be developed in this field seemed utopian; there seemed no "thoroughfare" for him who should invest capital, or what is of greater value, time, in such a venture.

But the indefatigable secretary of the associated librarians felt that such a business would be absolutely essential to the proper development of a new library movement, and so personally assumed the risk of manufacturing and carrying in stock all supplies, not obtainable elsewhere, recommended by this committee, carrying on the work for years not only without compensation, but at actual loss to himself. From this small beginning came the Library Bureau.

Gradually was laid the foundation of an organization that has been the most active and important agency in furthering the work of

the Association, rendering guidance and assistance to every library asking it, by its labors and liberal expenditures, where no one else was willing to invest, till careful observers have been forced to give credit for much of the modern library progress to the activities set in motion and kept at work by the Library Bureau.

On this foundation the Bureau of to-day with its several departments thoroughly organized and presided over by experts, has been built up. It has its offices and salesrooms in Boston, New York, Philadelphia, Washington, D. C., Chicago, St. Louis, London, and Paris, and a score of trained representatives visiting libraries and the growing commercial constituency.

Library Departments.

Consultation department. To give expert advice as to developing interest, raising funds, location, building, fixtures, heating, lighting, ventilation, care, selecting and buying books, binding, cataloging, indexing, classification, circulation, rules, help, and all the details of organization and administration, so as to secure the best results at the lowest cost, profiting by the experiments and experience of the rest of the library world.

Employment department. This department was organized by the Library Bureau in response to a continually expressed desire for a central bureau, or registry, where the names, addresses, and qualifications of librarians and assistants, desirous of obtaining suitable positions, could be recorded, and kept on file, for the convenience of library trustees and others requiring such services.

It is the aim of the Bureau to put into each position the most competent person to be had for the money offered, and also to find for the librarian, or assistant, the best position he, or she, is competent to fill.

The Bureau undertakes this record without fee or charge of any kind, and will do everything possible to mutually accommodate applicants.

Information will at once be sent to suitable applicants of any vacancies there may be, but no further obligation will be assumed by the Bureau.

Catalog department. Many libraries, as a result of increased knowledge among library trustees of better library methods and the enhanced usefulness of a library properly classified and cataloged, are reorganizing and bringing their administration in accord with advanced library thought. The Bureau undertakes contracts for organizing new libraries or reorganizing old ones, in accordance with the latest developments of library science, taking full charge of such work, or it will send from its corps of experts those thoroughly competent to act in the employ of the trustees.

Publication department. To publish manuals for administration, indexes, and tables of classification, subject headings for shelves and catalogs, guides, labels, and various needed helps, practicable only through a co-operative agency.

Furniture department. To take the library building from the general contractor, its exterior complete, its interior walls and floors and partitions done, and equip it with all other fixed and movable furniture of iron or steel or wood, including the stack department and stack floors complete.

Supplies department. To furnish, of better models, materials, and workmanship, at less cost than otherwise obtainable, all articles recommended by the Library Association and Library School, and to equip libraries, from smallest to largest, with the best known devices for cheap, convenient, and efficient use and administration. It is its purpose to supply the best for each use, and, if selection is left to the Bureau, the benefit of its unequalled experience and facilities is secured.

Except books and periodicals, these supplies include *everything needed* in the best equipped public or private library, covering the whole field as if there were no other source of supplies.

Many away from large cities, or not knowing where to go, or what prices to pay, waste much time in getting an unsatisfactory article, and often pay more than the best would cost, if bought with our facilities. To accommodate libraries and librarians, we allow anything wanted to be ordered through us, the cost never being more (it is often less) than if bought directly.

The Bureau aims to make itself indispensable to the libraries, and to prove to them by experience that the most convenient, cheap, and satisfactory course when anything is wanted is to come or write at once to it.

12. Decimal Classification and Relativ Index. For arranging, cataloging, and indexing public and private libraries, and for pamphlets, clippings, notes, scrap books, index rerums, etc. By Melvil Dewey, Director New York State Library and Library School; Ex-Pres. American Library Association. Published by the Library Bureau.

Adopted by the *Institut internationale bibliographique*, September, 1895, as its official classification for use in the various countries and now being translated into the leading European languages.

Brief description. All known subjects are grouped into 10 classes numbered with the digits, 0-9; e. g. 5 is Science. Each class is treated as a separate library and divided into ten divisions numbered likewise; e. g. 51 is Mathematics. Each division has ten sections; e. g. 513 is Geometry. Many of these sections are further divided so that the minutest topic may have a specific number, all after the first three figures being arranged as decimals. Thus 331.89 is Strikes, or to give the meaning of each figure in order (as would be seen at a glance in the book) — Sociology; Political Economy; Capital, Labor, and Wages; Laboring Classes; Strikes. All subjects in the tables are arranged in simple arithmetical order, and the alfabetic Index enables a novice to assign the minutest topic to its exact place in the classification or to find readily anything previously assigned by the quickest and cheapest method yet discovered. Full directions are given for applying this system to its manifold uses and also for variations to meet special cases.

This scheme, first printed in 1876 in 40 pages, had 1000 heads in the Tables and the largest Subject Index then printed. The latest edition has many subjects divided a hundredfold more minutely; the Index has 20,000 headings. Ample space is given for ms. notes in the tables. It is equally adapted to the largest public or smallest private collection, to books, on shelves, pamphlets in cases, clippings in scrap books, cards in catalogs, notes in boxes and trays, etc. Wherever compared for economy and ease of adoption and use, it is chosen above all others. No person interested in libraries can afford not to investigate this system now adopted more widely than any half dozen others.

Price postpaid. Fifth edition, 1894. Half turkey, gilt top, A. L. A. binding, \$5.00. Full flexible Persian morocco, red edges, \$5.00.

12a. Abridged Decimal Classification and Relativ Index is made in answer to a demand for a shorter form for small and slowly growing libraries. These short (three figure) forms can be changed to the full class numbers at any time without other alteration than adding extra figures from the unabridged tables.

Price postpaid. Cloth, \$1.50.

12b. Cutter's Expansive classification. A logical, practical classification for books. Devised by C. A. Cutter, Librarian of the Forbes Library, Northampton, Massachusetts. This work is not yet completed, but to all subscribers of \$5.00 the sheets of each part are sent as issued from the press.

Brief description. It consists of seven tables of classification of progressive fulness, designed to meet the needs of a library at its successive stages of growth. The first table has few classes and no subdivisions. It is meant for a very small collection of books. The second has more classes and some subdivisions, but retains all the old classes with their previous marks. This is intended for the small collection when it has swelled so much that it must be broken up into more parts. Books which are put into the new classes must, of course, have new marks; but those in the old ones remain as they are: their marks need no change. In this way the number of the classes and subclasses is gradually increased, and yet in each transition from the simpler to the more complex scheme the old notation is preserved; so that there is only the absolutely necessary amount of alteration. Passing through the third, fourth, fifth, and sixth, it comes finally to the seventh, which is full and minute with a capacity of increase to the tenth power, for there might be an eighth and a ninth table if need be. From this adaptation to growth comes the name *expansive*.

Notation. The first feature of the notation is not original, the second is. The first is the use of the letters of the alphabet to mark the classes, and of a second letter for the subdivisions, and a third for their subdivision. The second feature, which is original, is the use of figures to mark countries, and letters for all other subjects.

Part 1 contains the first Six classifications *complete*, with title page and index. **Price**, in sheets, \$1.00.

Part 2 *is not yet completed*. It consists of the Seventh classification in full, with complete indexes to each class.

The following classes are published and may be had in sheets separately: **Price**, \$1.00 each.

Philosophy, Religion, History, Medicine, Local list.

Social sciences, issued up to the second sheet, will shortly be completed. Natural sciences, Arts, Fine arts, Language and literature, Book arts, and the General index are not yet published.

Price of complete work, \$5.00.

To libraries actually engaged in classifying by this method a second copy will be supplied gratis.

13a. Card Catalog Rules. Library School Rules for author and classed catalogs, with 52 fac-similes of sample cards, 5th edition (1894), edited by Melvil Dewey, Director of New York State Library and Library School, ex-President American Library Association, with bibliography of catalog rules by Mary Salome Cutler, instructor in cataloging in the Library School. Published by Library Bureau.

These rules were very carefully made up from the A. L. A. Code seven years ago. Since then they have been in daily use in the Columbia Library training classes, and the 5 years in the Library School. For over 3 years they have been in type, subject to constant criticism and suggestion from those needing their help, and hundreds of minor changes in wording and illustration have been made in the effort to make them as perfectly as possible an invaluable guide to catalogers.

The graphic illustrations form the most important feature. Fifty-two fac-simile cards were found necessary to fully illustrate all the points. These include all details: the names, titles, imprint, capitals, spacing, indentation, reference and call numbers. They are printed twice in order to show the red down lines in proper position, and blue ink is indicated by special type. Beside these it has such marginal explanations, amplifications and variations from previous rules, as have good authority; variations being printed in italics, the others in roman types. Nothing so complete has been made before.

Library School Accession Rules. [See 31a.] The basis of these rules was first written by the Sec. of the A. L. A. for *Library Journal*, vol. 1, p. 315, with the description of the Standard Accession Book, which was (1877) adopted by the Coöperation Committee of the A. L. A. They were later revised and used in the preface to this Accession Book. They are now reprinted with additions, and such modifications as use has proved wise, and the frequent adoption of the Condensed Accession Book made necessary. A sample page, written in the library hand, illustrates every rule, and is invaluable to the cataloger. Price in pamphlet form, 50c.

Library School Shelf List Rules. [See 31i.] The outgrowth of 15 years' use of the L. B. shelf sheets, and of 8 years' experience in teaching shelf listing in the School, they cover the constant questions that arise, and are fully illustrated by sample pages, showing method of filling out both, the 20 x 25 cm, and the newer, 10 x 25 cm forms.

All are printed on finest paper 25 x 17.⁵ cm, allowing margin for side notes. The regular edition for the use of catalogers is interleaved with linen paper to admit of individual additions.

Card Rules, Accession Rules, and Shelf List Rules, bound together, postpaid, in paper covers, \$1.00; in cloth, \$1.25; in ½ genuine turkey morocco, \$2.00; in full flexible persian morocco, interleaved, cataloger's edition, \$2.50.

13a1. Abridged Library School Rules — Simplified edition compiled for the benefit of libraries not requiring such elaborate bibliographical records as are provided for in the complete edition. It differs from the original edition, in being more explicit, with fuller notes, simpler statements, and clearer definitions ; also in omitting the rules for minute bibliographical records.

. This edition contains in addition, **Rules for book numbers, capitalization, punctuation, and library handwriting.**

These rules are equally applicable to dictionary and classed catalogs. Sample cards are given illustrating both forms.

This edition is specially suitable for small public and other libraries.

1899. Price in cloth, \$1.25 ; Price in paper (issued as No. 16, Vol. 4, "Library Notes,") \$1.00.

13b. Cutter's Decimal author table. A scheme giving to each work its own exclusive book number, so contrived that the books stand on the shelves alfabeted by authors under each subject. With the relative location, now so largely adopted by libraries, this system makes indefinite intercalation of books possible in a very simple manner. It not only brings all of an author's works upon one subject together upon the shelves, but allows of arranging still closer by dates or by alfabeting under title, as desired. Devised by C. A. Cutter, Librarian of the Forbes Library, Northampton, it has grown from its use in one library to a wide adoption in others, as a satisfactory solution of one of the problems of close classification. Full explanatory circular mailed on application. The Tables are mounted on boards, strongly hinged together, and fold into compact form. Price, postpaid, mounted, \$1.25.

13c. Cutter's alphabetic order table. Made by Miss Kate E. Sanborn on the same principle as 13b, but 3 figures instead of 2 are used with the initial letter. It is intended for libraries that have large classes to be arranged in alphabetic order. 2 vols. Price, postpaid, \$2.50. Sold separately, — vowels and S, \$1.00 ; Consonants, except S, \$1.50.

13l. List of subject headings for use in dictionary catalogs, prepared by a committee of the American Library Association, second edition, revised. Published for the American Library Association Publishing Section by the Library Bureau, 1898. 6 + 206 p. Q.

There has been nothing more puzzling to the novice in cataloging than the variations of subject headings in the various catalogs. This List of subject headings furnishes a professional tool which has been found most helpful. The headings used in the best dictionary catalogs have been carefully compared and the headings considered preferable have been adopted by the committee for this list. Price, cloth, \$2.00.

13c. Eclectic card catalog rules. Author and title entries based on Dziatzko's "Instruction" compared with the rules of the British Museum, Cutter, Dewey, Perkins, and other authorities; with appendix containing a list of Oriental titles of honor and occupations; by Klas August Linderfelt, ex-Librarian of the Milwaukee Public Library. Boston, Charles A. Cutter, 1890. 8 + 104 p. O.

"Prof. Dziatzko's work," says Mr. Linderfelt, "is a marvel of ingenious condensation, lucidity, and completeness. It would have been impossible to evolve out of mere theoretical reasoning such an array of minute directions as to the manner of proceeding in the innumerable variations and peculiarities of book making, which are the result of the vagaries of authors, publishers, and printers of the last 450 years, and now contribute their share toward making the life of the conscientious cataloger a burden. On the contrary, Prof. Dziatzko's rules are the outgrowth of the actual passing through his own hands of every one of 340,000 cards and the 330,000 books and pamphlets which they recorded; and the examples he cites are actual existing facts."

Taking this as a foundation, Mr. Linderfelt has prepared a manual suited to the needs and habits of the American cataloger, who, in many respects, has very different ideas from his German cousin, and has made it in a way an epitome of all rules by his references to other codifiers.

The book is excellently printed and well indexed. Its price is:—

paper covers	\$1.25
cloth boards	1.50
half goat, A. L. A. style (very substantial)	2.00
flexible Persian morocco, interleaved	2.50

Orders may be addressed to LIBRARY BUREAU.

15a. Library Notes. A journal of improved methods in which is given a valuable record of the results of the studies and experiments conducted in the Library School, Albany, N.Y.

A feature of this work is "literary methods and labor-savers," devoted to practical, helpful rules, notes, and hints for every reader and writer who would accomplish the most possible with his time and strength.

Back volumes. Every one connected with or interested in library work, not possessing these handbooks, should secure them if possible. They are already very scarce. With the increasing number of new libraries that must have these volumes, they will soon be unobtainable.

Prices. Vol. 1, bound in cloth, \$2.50; in ½ turkey morocco, A. L. A. binding, \$3.00. Vols. 2 and 3 are paged and indexed as one volume. The 2 vols. bound into one book, in cloth, \$2.50; in ½ turkey morocco, \$3.00. Vol. 4, cloth, \$2.50; ½ turkey morocco, \$3.00.

15b. Library Journal. The most important and economical investment for a library, new or old, is a set of the first five vols. of this official publication of the Library Associations of America and the United Kingdom.

The *Journal* was founded in 1876, at the Centennial, as a means of recording the results of the extended studies and experiments in all the best managed libraries, large and small, thruout the world. Committees of those librarians best fitted for the work, for the first five years worked faithfully collecting the results of experiment and experience, and from careful comparison recommended the best for the various uses of large and small libraries. Thus this set of books answers authoritatively a great portion of the thousands of questions that arise constantly in every library. It really contains more on these subjects than all the rest of the language together, and is simply indispensable in any library wishing the best and cheapest methods. Tho the cost has deterred some very poor libraries, a single suggestion has repeatedly saved directly many times their cost. The set comprises the best results of the labors for five years of the best living authorities on library subjects, who considered, not alone the questions which arose during that time, but for the purpose of aiding other libraries deliberately reviewed other questions likely to arise.

This indispensable work is out of print; and, as no plates were made and its extent and cost make reprinting impossible, it will soon be unobtainable. We have a few sets in perfect order, with indexes, titles, and plates, and offer the set of five vols., lacking No. 1 of vol. 2, for \$50.00 unbound. The best regular A. L. A. 1-2 Turkey morocco binding costs \$1.25 per vol. extra. As so many of the new libraries must have this set at some price, and the supply is so nearly exhausted, no better investment in books can be made than to buy and hold for the certain increase in price, to say nothing of the great service they will render an active library. We have some extra copies of vols. 4 and 5, which contain the most valuable matter in the set. These can be had separately at \$6.00 for vol. 4, and \$5.00 for vol. 5, till the extra copies are taken. Vols. 1, 2, and 3 will not be sold outside the set.

Subscription to current volume, \$5.00. Subscribers receive with current issue the *Literary News* as a supplement, but not with back volumes.

15c. Public Libraries. A monthly journal specially devoted to the needs and interests of small libraries, is no less valuable to all those directly or indirectly connected with the library world in all its aspects. The many letters of inquiry concerning small details and elementary principles of library work which the larger libraries receive from the smaller ones, brought to the notice of those interested in the advancement of libraries, the need of a publication to give special attention to the more common details and trials of the small and new public libraries. The idea seemed to be spontaneous in many quarters, that a magazine of this kind, at a price within the means of all, would be of great assistance to a large number of earnest inquirers.

PUBLIC LIBRARIES was started in 1896 to meet this need. It deals with all phases of library work in a concise, simple way, giving the best aid to those who need it. There is also a large variety of items of news, such as encourage and inspire small, as well as large, libraries to put forth their best efforts to accomplish something of value to the library world.

The editors, keeping in mind the natural connection between schools and libraries, have made special efforts to collect items of interest to principals and teachers of public schools, as well as to those connected with university and college libraries.

PUBLIC LIBRARIES was designed to supplement rather than take the place of the Library Journal and other library publications. Its careful reports of matters of interest to members of the American Library Association and of the meetings of the various State associations and library clubs have recommended it to the attention of library workers everywhere:—while the attention given to the elementary, but no less important details of library work makes it suggestive to all and invaluable to less experienced workers. No effort is spared in carrying out the object of this periodical, which is to promote the principles of the A. L. A., “the best reading for the largest number at the least cost” — forward the interests of State library associations in every possible way — keep librarians of small libraries in touch with the work going on in large ones, and to encourage the founding of new libraries and building up of those already established.

Published monthly, except in the months of August and September, by Library Bureau, 215 Madison St., Chicago, — subscription price for the volume of ten numbers, \$1.00 a year. Five subscriptions are sent on one order for \$4.00. A single number costs 20 cents.

A few of the earlier volumes may yet be had at \$3.00 each.

Woodwork department. The Library Bureau owns two wood-working factories, giving employment to 150 men and upwards. One factory is situated in Boston and the other in Chicago. In these only the most skilled workmen are employed and the products are of the highest standard.

The Bureau has no facilities for doing low grade or cheap work. We use large quantities of lumber, and, therefore, obtain it at the lowest rates. We are equipped with the latest and best machinery, some of it being our own invention, which, with our skilled labor, gives us every facility for doing first-class work at moderate prices. Particular attention is paid to the mechanical points of construction, and the greatest care is taken to obtain the most durable result, with the handsomest appearance.

This involves many details which are not at first apparent, but appear in the finish and permanence of the work.

In our draughting room the problems of construction are carefully considered. Special designs are made, as well as "lay-outs" of library rooms. Our wide experience in fitting up libraries and offices has given our staff the necessary technical training to secure the best results. All of this expert experience is offered to our customers.

We shall be pleased to estimate on architect's drawings for stacks, bookcases, bulletin boards, delivery counters, revolving map and photograph screens, newspaper and periodical racks, wardrobes, tables, chairs, children's reading-room furniture, and other articles which may be needed in fitting up a library, or we can furnish full lay-outs and special designs for the work.

Our development has been equally great in fitting up banks, offices, and stores. Some of the finest work in the country has been done by the Library Bureau, and it is generally conceded that our work, in any building in which we have executed contracts, is the best in the building.

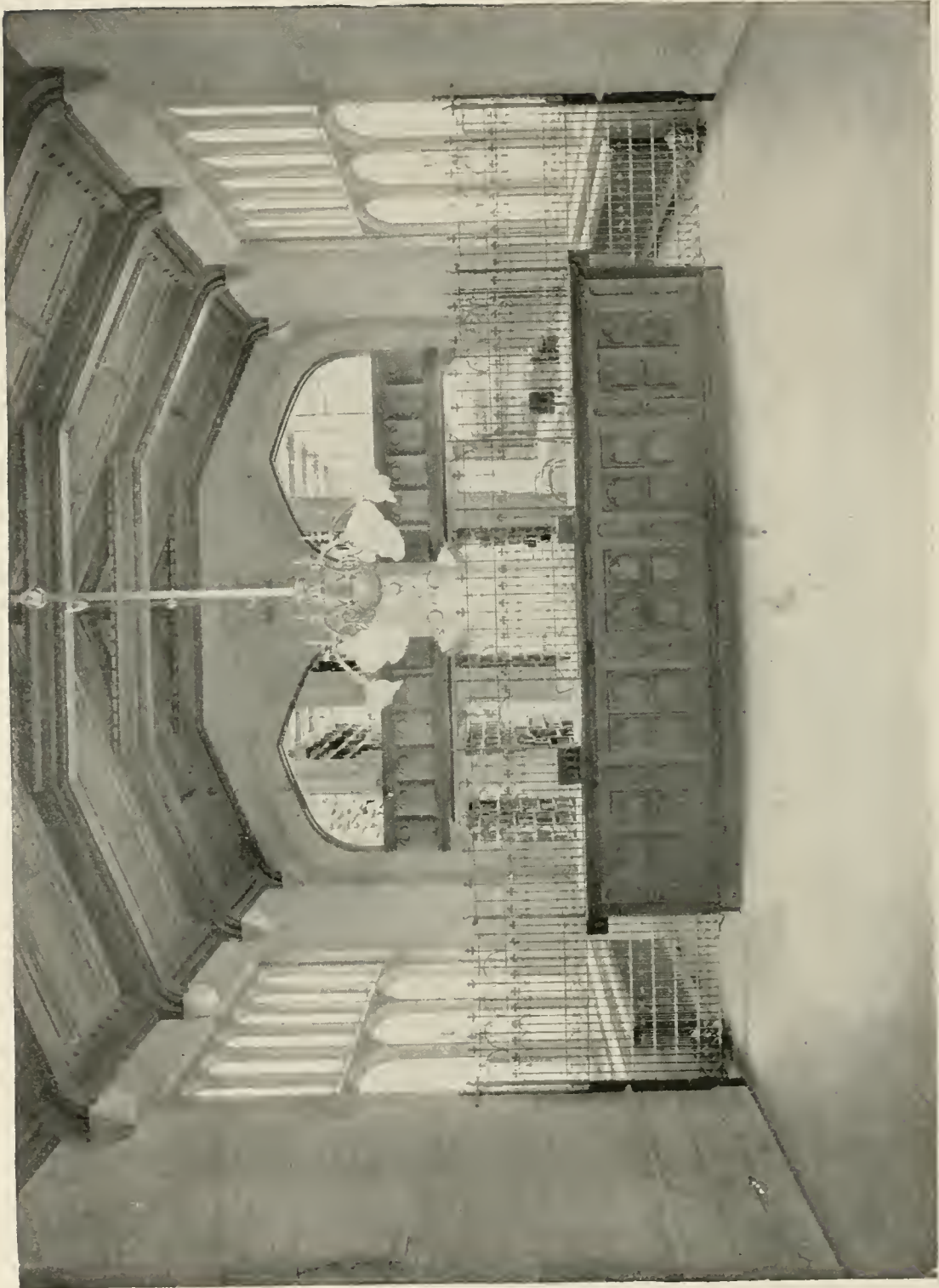
We shall be pleased to suggest to those interested in new library buildings the best and most efficient arrangement of interiors, fittings and furniture to secure the most economical administration and artistic effect.

We solicit correspondence with architects and library trustees, assuring them of the expert knowledge of technical detail derived from years of experience.

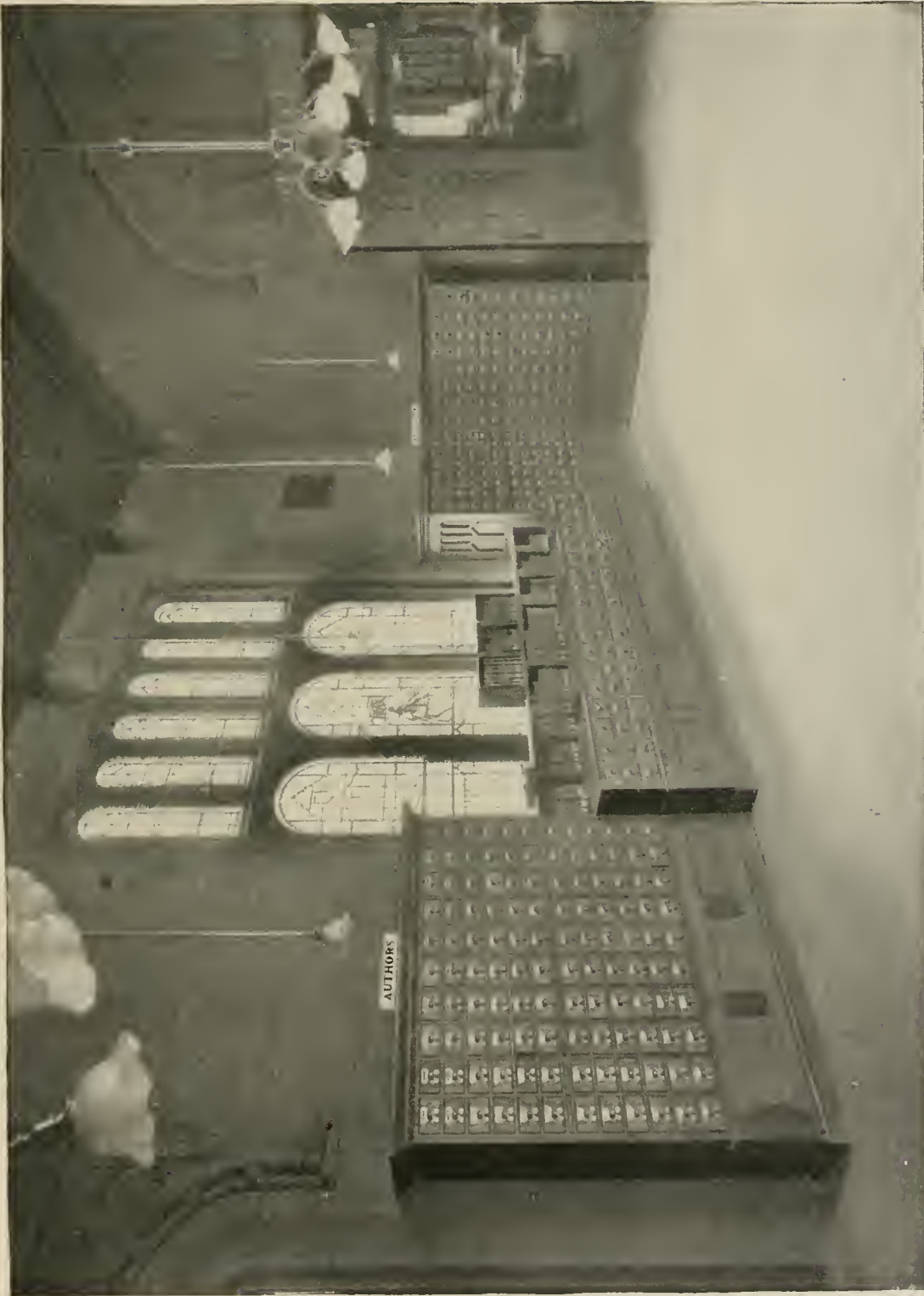
The following illustrations show some of the specialities in library fittings designed and carried out by the Library Bureau.



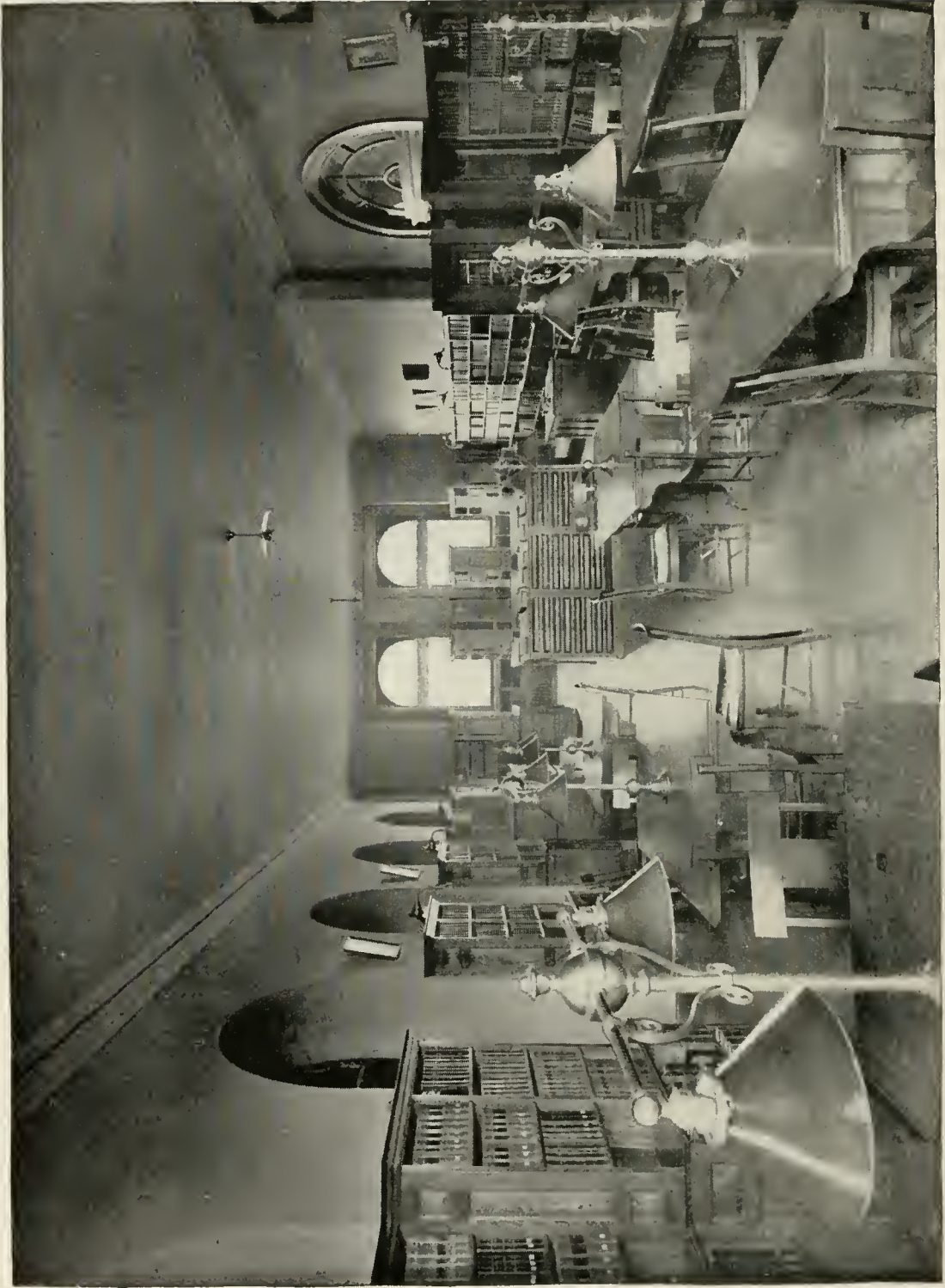
Periodical-room furniture designed and made by Library Bureau.



Delivery desk and grille designed and made by Library Bureau.



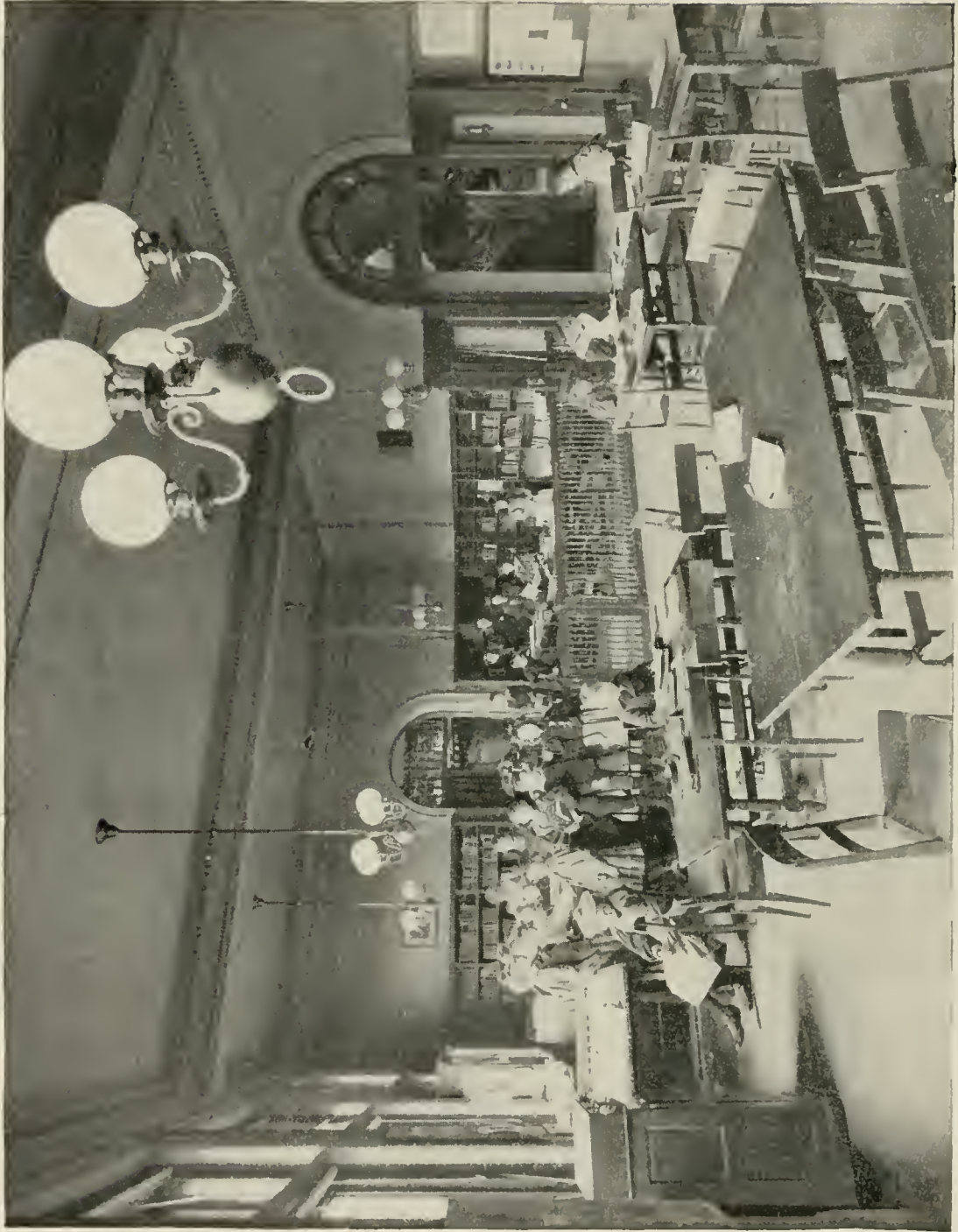
Card catalog tray cases designed and made by Library Bureau.



Reference-room furniture designed and made by Library Bureau.



Cataloging-room furniture designed and made by Library Bureau.



Children's reading-room, Pratt Institute, Brooklyn. Furniture designed and made by Library Bureau.



Staff-room furniture designed and made by Library Bureau.

Museum Furniture. The Library Bureau for several years has made a study of special furniture, one branch of which has been devoted to museum furniture.

We have fitted many of the leading museums with specimen cases, tables, cabinets, photograph cases, etc., — equal in every respect to our library furniture.

Especial attention is given to the selection of wood, glass, and hardware; our cases are dust proof, and have interchangeable drawers, which are very convenient, and save space.

The library architects appreciate our work, and quite often specify Library Bureau furniture.

Complete information, designs, and estimates will be given on application.

Following are a few cuts which illustrate the work in this department.



Swinging frames for bulletins, photographs, etc.



Dust proof museum case designed and made by Library Bureau.



Photograph case designed and made by Library Bureau.



Art book case made by the Library Bureau.

Library Bureau patent steel stack. The Library Bureau steel stack represents the experience of the best experts, combined with the practical experience and artistic skill and ingenuity of the finest ornamental metal-workers in the country. The three essentials for a stack are :

1. Absolute adjustability of shelving : each shelf should be capable of independent removal.
2. An indestructible rigid construction which should furnish structural support for two, three, four, or more, storied stacks, and at the same time present a compact and graceful appearance for a single hight, often required in a reference or reading room.
3. The least possible obstruction to light and the greatest possible amount of ventilation.

These requirements have, after years of experiment, been achieved in the L. B. diamond frame steel stack, which has been more widely adopted than any other form.

It consists simply of single steel uprights placed at regular distances apart, reinforced to carry any required load, and tied together in regular building construction ; and brackets adjustably but rigidly attached to the uprights, with shelves neatly fitted to, and supported thereon. This construction does away with unnecessary ends and intermediate divisions which obstruct the light and prevent ventilation, both equally essential to the preservation of the books. Where it is planned to add future floors and stacks to a library the original stack is built strong enough to carry any required weight ; the added expense of such construction is slight, and future floors can be erected without moving the books or changing the arrangement in any particular. This construction is adapted to carry gas and electric conduits in the most satisfactory way for lighting the aisles between the stacks and throwing sufficient illumination on the book shelves. Aisles between the stacks should be 3 feet wide if possible, and never less than 30 inches. For stacks of two or more stories we construct light ornamental iron stairways ; the treads being made either of iron, marble, or glass. A straight stairway is usually best and least expensive, but in some libraries spiral staircases can be erected to greater advantage.

The L. B. steel stack floors can be placed close together without inconvenience or loss of light ; the patented steel and glass floor is easily kept clean and is more durable than any other. Not an inch of vertical space is lost.

Double stacks as shown in illustrations on pages 33-36, are generally used in library stack rooms as being most commodious and convenient.

Where these are set up the uprights have clamp strips on both sides and the shelves face both ways. This stack, unlike many others, presents no projections or rough edges to injure the books, and every detail has been the result of careful study to secure the best result. The steel uprights or standards are made 7 feet 6 inches high to allow for eight shelves in each section, they have ornamented cap and base as shown in illustration on page 32, and are provided with clamping bars on each side to carry a double series of the cast-iron brackets



which are neatly cast, carefully finished, and held securely to the upright by means of a bronze lug having a case-hardened steel screw. The compression of the lug on one side of the clamp strip and the inner edge of the bracket on the other forms an absolutely binding connection. The principle of

the lug, which is made of bronze to avoid corrosion, allows of the removal of the bracket from the upright so that entire shelves can be removed from, or added to, the stack at will.

The brackets are capable of unlimited ornamentation in design and are finished in Bower-barff, bronze plating, graphite paint, and enamel in various colors. They are rigidly yet adjustably fixed to the uprights.

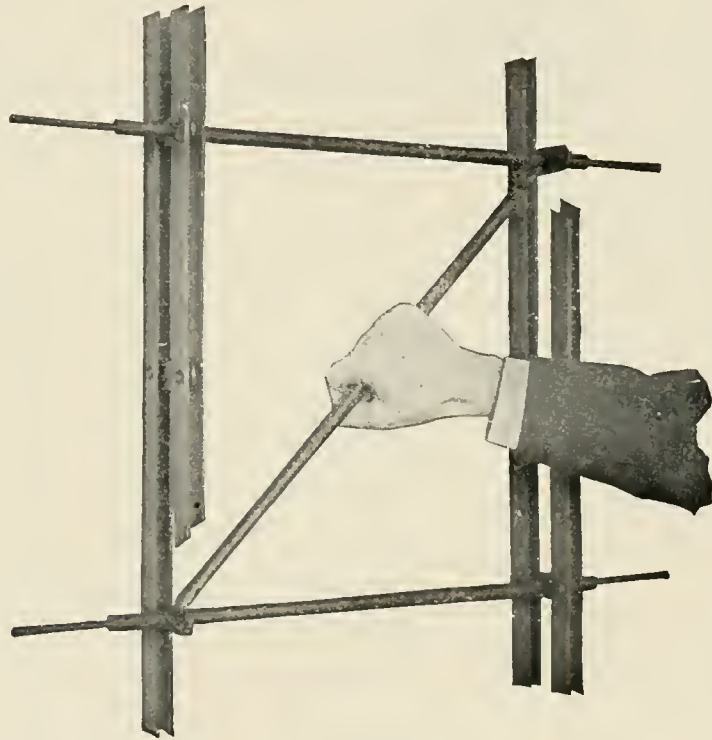
The shelves are interchangeable and independently removable, and neither the shelf nor its contents need be removed for the purpose of raising or lowering. Each shelf bracket is minutely adjustable from the front of the shelf and can be operated by any one, no skilled mechanical knowledge being required.

The shelves slide into a groove cast in the bracket side, thus preventing the cover of a book from catching between the end of the shelf and bracket; they are grooved on the front edge to hold shelf labels, and are made of wood, 3 feet long and 8 inches or 12 inches wide.

All shelves in a stack should be uniform in length to admit of ready interchange and to allow a standard shelf full in moving books. Wider and roller shelves can be provided for large folios or heavy volumes. Steel shelves can be fitted if required, but they are not recommended;

as steel, being a conductor of heat, is apt to warp and damage books in case of fire, more than would be the case with the L. B. metal-sheathed shelves, which are absolute non-conductors, and therefore fire-proof.

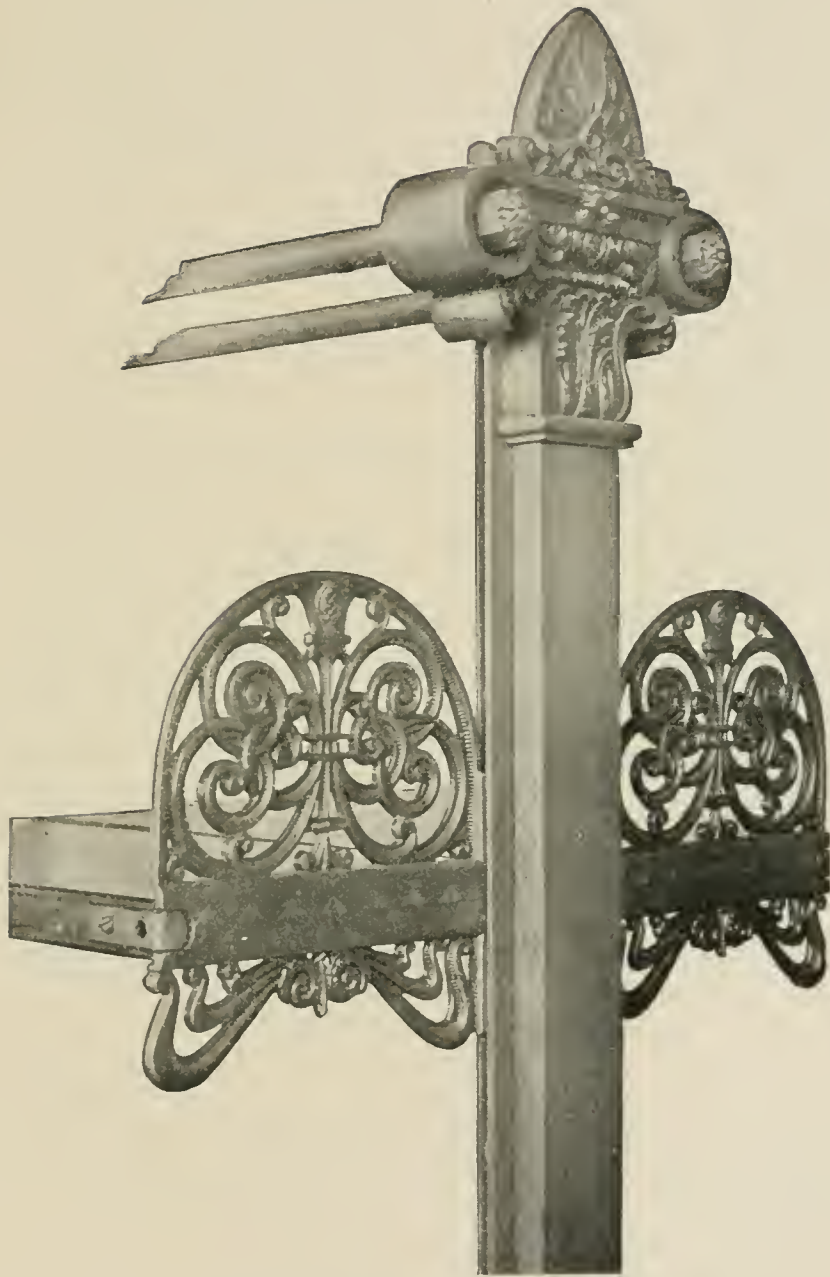
Wall stacks carrying brackets and shelves on one side only are held in place against the wall by hooks passing over the tie-rod and attaching to the wall. All parts are interchangeable, and can be made for wall or floor use, the uprights being held in absolute position and relation to each other by means of four long steel tie-rods passing through steel pipe washers placed between the uprights, while long washers of uniform length exactly fix the spacing of the uprights. Lateral rigidity is secured by four adjustable sway-rods, diagonally placed from point to point in the diamond frame, which are fixed in place by a single



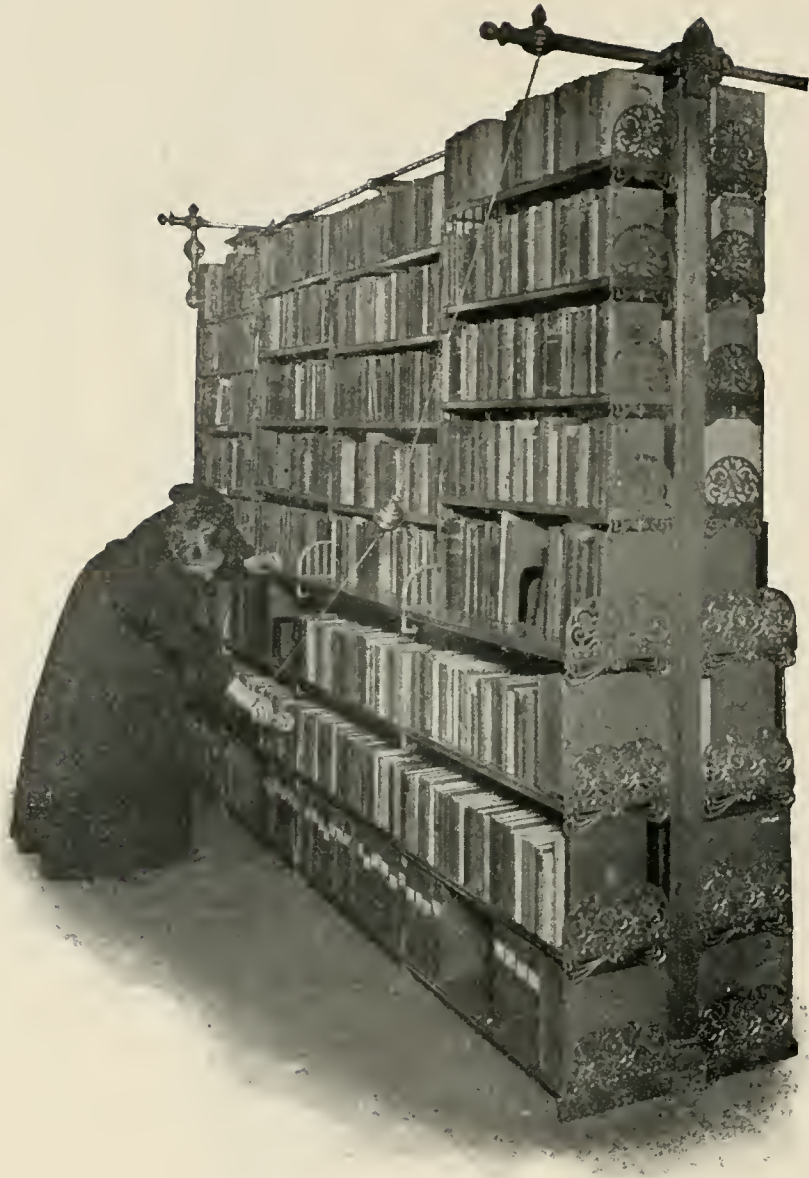
compression-screw capable of regulation by hand without tools of any kind.

Skill and experience of the highest standard are represented in every detail of this stack. The fact that it has been adopted by over 100 libraries proves its practical value.

No library requiring shelving can afford to decide before seeing and considering the Library Bureau stacks. Designs and estimates, or lay-outs, for this and other forms of L. B. patented stacks or shelving furnished on application.



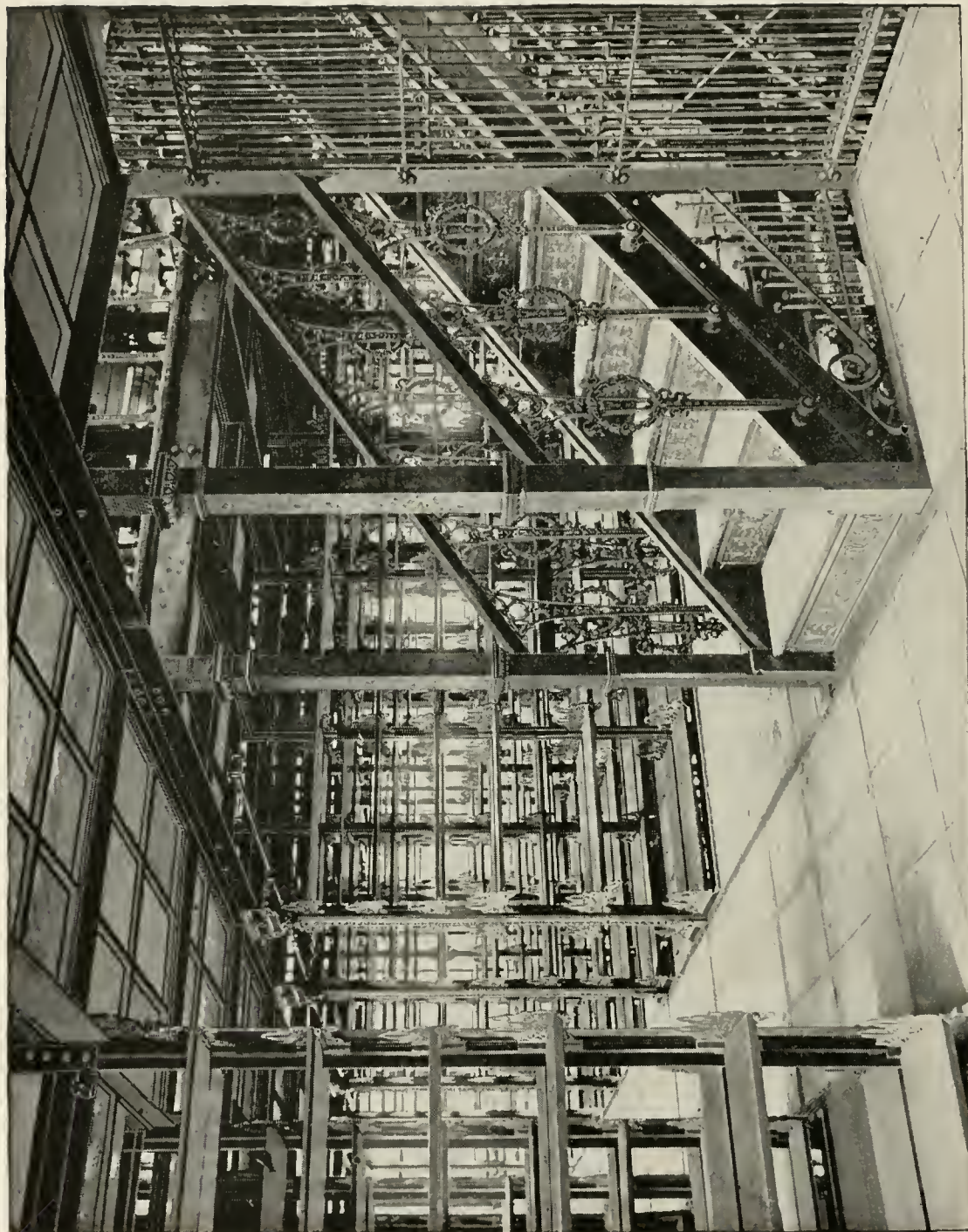
Outside pilaster end of upright.



Library Bureau patented steel stack, showing lighting device



Patent steel stack designed and set up by the Library Bureau.

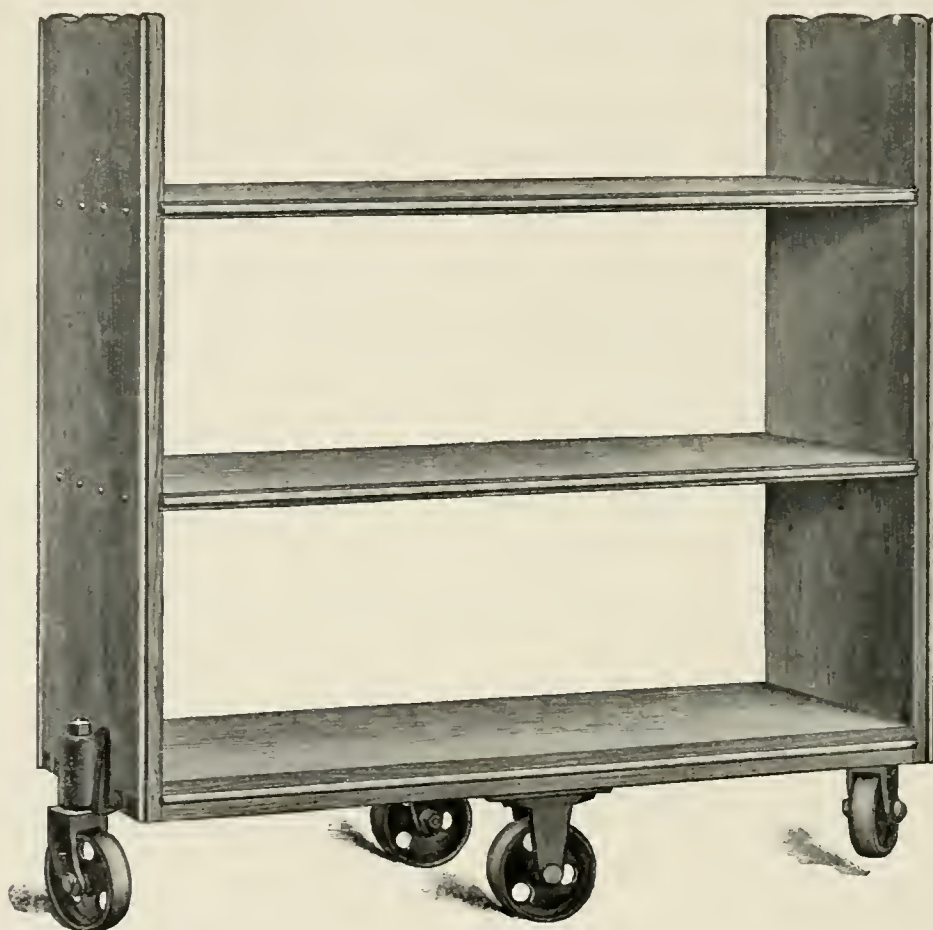


Stack erected in Library of Pratt Institute, Brooklyn, N.Y.



Steel stack designed and set up by the Library Bureau.

21a. L. B. Book Truck. One of the most useful devices ever made for an active library. Will save its cost each year in books and time. The Truck is 100 cm (40 in.) long, 100 cm (40 in.) high, and 35 cm (14 in.) wide. The shelves hold two rows each, or six full shelves of books; i. e. nearly as much as an entire book-case. All these are in position to examine and handle while sitting,—a great gain when checking bills, cataloging, etc., as it saves bending over tables or repeated handlings.



The special LIBRARY BUREAU WHEELS made by us for these Trucks are very heavy, large, and covered with rubber, so that the entire load may be moved with the greatest ease and noiselessly. The peculiar adjustment of these wheels allows a rotary motion, so that the loaded Truck is a REVOLVING BOOK-CASE of the most convenient kind, and enables the Truck to follow narrow aisles and make sharp turns impossible to any other form; while the rubber shields on the sides make injuring of woodwork impossible. These various features make the Truck indispensable.

The books when taken from the box or package are placed on the TRUCK, which is rolled from one desk or department to another, till

bills are checked, all the various records and catalogs written up, plates, labels, and numbers put in, etc., etc., and the books reach their permanent shelves. In all moving, cleaning, and re-arranging, the Trucks are in constant use, as well as in returning books to shelves from the Loan Desk. The books as returned are set on their proper Truck shelf; and when the Truck is filled a boy rolls it around the aisles and through the alcoves, and replaces the books, which in all this work stand on firm shelves uninjured, while without the Truck they are carried in armfuls, bindings are scratched and wrenched, threads broken, and the books seriously injured. For these heavy loads and constant use we find the very best material and workmanship none too good. The Trucks are of polished, quartered oak, strongly braced, the sides covered with rubber to protect from injuring furniture, and the wheels are fitted with great nicety and perfection, to secure easy, **noiseless** working and the ability to run the truck around corners and in narrow aisles.

21a. L. B. Book Truck, 4-inch heavy rubber wheels **\$25.00**

21b. Book Truck. Besides the standard L. B. above, we make one of a lower grade and of the same size, but fitted with smaller wheels, and not entirely noiseless. These are satisfactory in many cases, though not as well finished or as easy running. There is less rubber mounting, but sufficient to keep the truck from marring fine finish, with reasonable care. Made in ash only. Price . . . **\$15.00.**

21e. L. B. Book Tray. For the same purposes as the L. B. TRUCKS, but holding only one eighth as many books. Like the Trucks these are of polished, quartered oak with rubber mounting, to guard against noise or scratching of tables when set down. Handles at the end make them convenient for moving about, and broad, adjustable carrying straps with spring attachments allow the entire tray-load to be suspended from the shoulders, so that both hands are free for handling books. Care is taken in the construction to get the best size, balance, etc. These TRAYS are used wherever several books are to be carried about; e. g., a cataloger takes a half shelf of books on a Tray and sets it on her table. Each book is replaced as fast as cataloged, and the entire Tray-full is carried from one table or department to the next, and finally to the shelf again, saving the injury from careless handling. Like the L. B. BOOK TRUCK, the Tray saves much time, protects the books, and is of great convenience and utility. Those who have used them find them indispensable.

21e. L. B. Book Tray of polished, quartered oak, rubber mounted, complete with straps for carrying from the shoulders **\$4.50**

21f. Same, without straps **3.00**

Card Catalog

"It is hardly necessary in 1887 to say that every library should have a card catalog instead of any of the various clumsy substitutes, for its enormous advantages over the other systems have been almost universally acknowledged and it hardly seems credible that any one familiar with the library world would even raise the question as to whether the card catalog was the best form for the official library record by authors and subjects. . . . While there is wide difference of opinion as to the best form of catalog to supply to the public, all agree that an author index on cards kept up to date is a necessity of safe administration, to guard against buying duplicates and chiefly to answer most directly and quickly the constant question — is such a book in the library?" — *Lib. Notes*, vol. 1.

The Card Catalog is a series of cards properly ruled for their special use, of exactly the same size, and standing on the edge in drawers, boxes, or trays. They may be arranged on any plan, alphabetically by subjects or titles, or by numbers or dates. Blocks, guides, cards, devices to prevent drawers from spilling or cards from being misplaced, locks, and label-holders and various other ingenious and almost essential accessories are now used by all who know of them. The great feature which has caused librarians the world over to count the card catalog as the greatest library invention, is the ease of keeping it up to date and in perfect order. A new card can be put into place anywhere at any time. A single reference takes the place of search thru pages of Mss. It never becomes out of date or useless. Anything can be removed, if wished, by simply lifting out its card. The guards allow cards to be added or withdrawn by the proper person with the greatest ease, but prevent others from removing or confusing their order. The cards, being cut by special machinery to an exact size, are turned thru the fingers with great rapidity in looking up any matter, and the guides enable one to open very near the exact place at sight, and every card has the name, number, or subject by which it is arranged written on the upper edge. From an author's catalog it has spread to an almost infinite application. Every list, record, index, etc., that is in a state of growth can be thus kept with great saving of labor. Business houses find it invaluable for lists of goods, customers, discounts, and the 1,000 growing records of commerce. Science adopts it even more widely, and its use is spreading with growing rapidity. Each item being on a separate card, the whole may be rearranged over and over by simply shuffling into the new order. There is no copying nor waste of labor. Its enormous advantages once learned from use of a perfect outfit, it is sure to be applied to new uses.

Tray cases. (Nos. 22d 2 to 22d 96.) These have been devised to fill two requirements. The smaller tray outfits furnish a more portable and convenient form than drawers afford for an index of a few thousand references, and the larger outfits meet the demands of large libraries for a form of card catalog requiring less floor space than the L B cases. Tray cases can be built against the wall, and the full space from the floor to the highest point within arm's reach utilized.



The trays are removable and can easily be handled, each tray being only one half the width of an L B drawer and two thirds the length, holding a single row of cards. The catalog is thus divided into small sections enabling more persons to consult it at any one time, a very important advantage in libraries. Small tray cases are sold by the thousand; while the larger tray outfits have been adopted in place of drawers at the Boston Athenæum, St. Louis public, McGill college, Princeton college, New York State, and other large libraries, and have been found the most satisfactory plan for storing a large catalog.

The 12, 15, and 20 tray cases are made flush ends and top, so libraries may buy sections as they require and build up. The others have finished mouldings. All are handsomely paneled, and are finely finished.

Beside the case for holding the cards, the following interior fittings are required to secure the best results:—

Blocks. These are triangular blocks at each end of each row of cards, giving them the proper angle for easiest reference. The front block is glued in place to prevent sliding in opening and shutting the drawer, the rear one is adjustable and can be fixed at any point. This enables the user to shorten the card space in each drawer so as to fit any number of cards and approximately assign space of a full case, as it will ultimately be filled. Four blocks are required to each drawer, or two to each tray.

Guides

Next in importance to having the cards legibly written and arranged in strict order, is the insertion of frequent and legible guides. These mark location closely, and enable the users to turn instantly to any desired name, topic, or number in the card index. With the outside of the drawer labeled to indicate limits of each section, one goes to the case, however large, and “runs down” the reference desired at sight. The guides point both ways, and if used with proper frequency reduce the handling of the cards to a few turnings. Where the catalog or index is much consulted, guides should be used with great freedom; one is not likely to err on the side of having too many.

Bristol guides are from specially prepared bristol board made of linen to secure the greatest durability, cut so as to allow an upright projection above the cards of one fifth, one third, or one half length, according to the space needed for title. This projection is one half cm. wide, and so cut that in the series of two, three, or five guides standing in sequence, one does not obstruct the reading of the other. The bristol guides have largely taken the place of all other forms because of cheapness, ease of writing, and cleanliness.

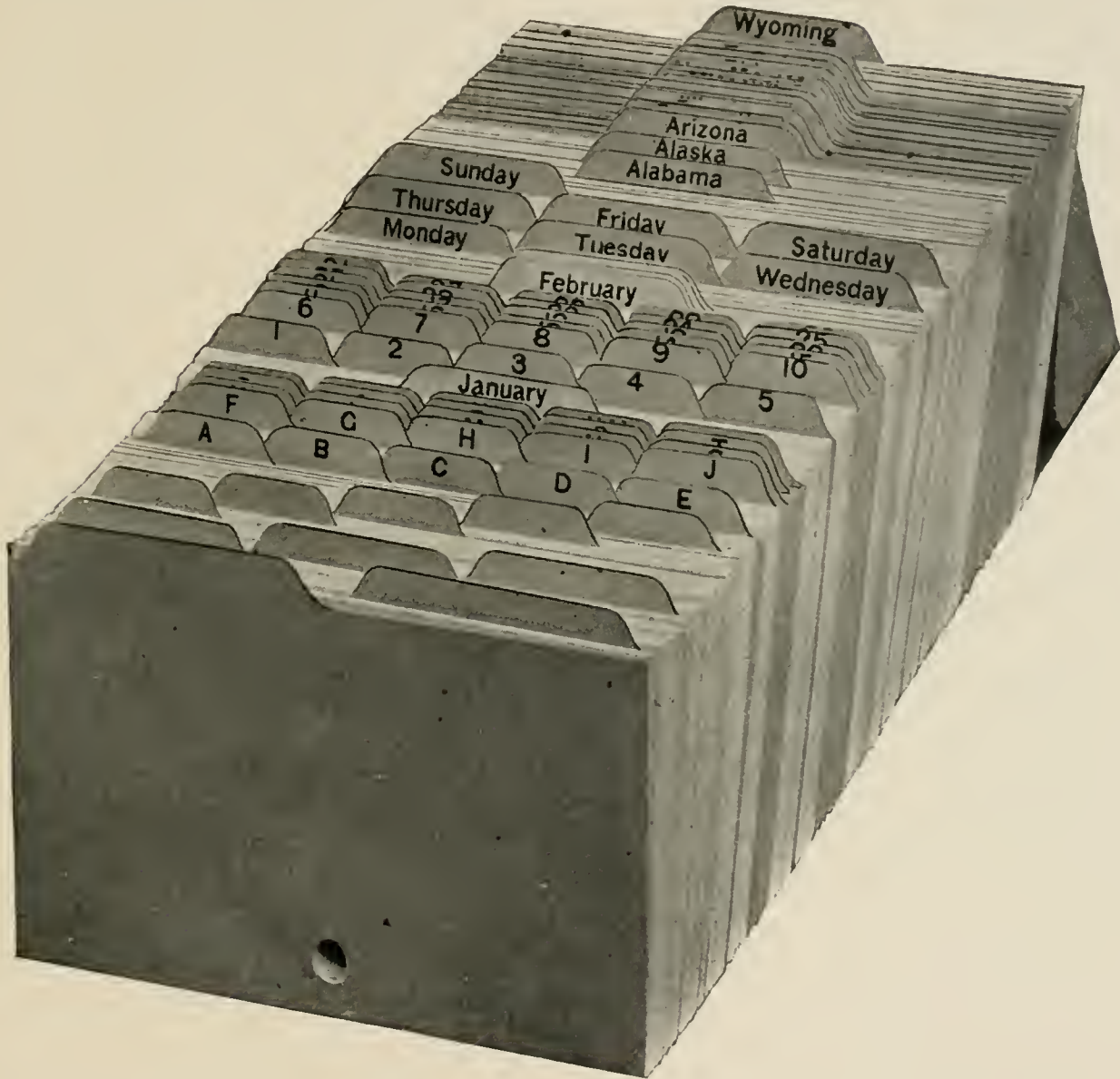
24f1. Bristol guides. Size for No. 32 cards. Cut in half, third, and fifth lengths. Made in white, salmon, buff, and blue. \$5.00 per 1000.

24f2. Bristol guides. Same as 24f1, only to fit No. 33 cards. \$6.00 per 1000.

Printed guides. To obtain the most legible guides possible we have invented machinery which enables us to print any series of headings in clear type at very little more cost than writing in longhand or on the typewriter. The gain in distinctness is great.

For one copy of any special series to order the charge is 2c. per

guide for printing ; each additional impression 50c. per 100. Copy of headings should be sent in strict alfabetic order. Samples, printed or plain, sent on application.



24f5. A to Z guides. Size for 33 cards. Price 25c.

24f6. Month guides. Names of the months. Size for 33 cards. Made in buff and blue. Price per set, 15c.

24f8. Week guides. Names of the days of the week. Size for 33 cards. Made in buff. Price per set, 10c.

24f10. Day guides. Numbered 1 to 31. Price per set, 30c.

24f12. State guides. Names of the states and territories. Size for 33 cards. Made in buff. Price per set, 50c.

Patent lock-guard rods. A steel rod with brass knob or thumb-screw is passed from the front or face of the drawer through the cards, which are properly punched for that purpose. A simple mechanism, which is hidden by the brass escutcheon on the drawer front, locks the rod in place. It is unlocked by a few turns of the hand, and can be removed instantly if desired. These obviate the possibility of cards being taken out or misplaced by the careless or mischievous, as well as prevent cards from "jumping" when the drawer is closed quickly.

Label-holders on the drawer front, made of solid bronze and very handsome, to frame safely cards which indicate the limits of each section.

Prices: fitting labels 2 x 5 cm. and 2 x 7½ cm., **15c.** each; 5 x 7½ cm., **20c.** each.

Printed labels for insertion in label-holders accompany each complete outfit. These assign space in drawers, and serve as guides in consulting or placing cards in the index.

Patent locking attachment. In many instances there is a necessity for locking the card index outfit from the curious, careless, or mischievous, to guard valuable or confidential lists from being tampered with. The patent L B attachment is effective, takes no space from the capacity of the drawer and does not increase the size of the case. It is an ingenious device by which every drawer is locked automatically. It is only applied to cases when so ordered, and costs **50 cents** per drawer additional.

Cards

It is of the utmost importance that these be accurately cut, and in every respect as perfect as experience and ingenuity can make them. The Bureau has at large expense fitted up machinery for producing perfect cards OF EVERY GRADE.

Its cards will be found to have a true edge on both sides, headlines and margins of uniform width, and every card exact in height, thus making consultation easy and quick. Years of experience have proved that the best results in card indexes and catalogs can be attained only when each individual card is perfect in itself, and of exactly the right size.

These results have been attained by long trial and the use of special machinery invented and used only by us. No other house in the world is fully equipped for this work.

Things to avoid

Cards of varying heights. In fingering it is almost impossible to catch and separate a short card from a tall one.

Machine-cut Cards. All cards should have a square equal edge on the top for handling. Cutting by machine or die leaves one edge rounding, the other with a "burr." We have tried both die and machine cutting, after incurring large expense for special dies, and have found the result unsatisfactory after years of trial.

Round corners. These are a necessity with die-cut cards, but entail the loss of the sharp, square corner, so useful in quick handling.

Varying head and down lines, which seriously affect legibility of the index. The L B cards of all grades will be found without these defects.

Sizes. The following standards have been more widely adopted than all others combined :—

No. 32. 5 x 12 1-2 cm. (2 x 5 in. approximately) is the one formerly adopted by libraries for author and title catalogs, now however largely displaced for this purpose, by No. 33. It gives space for brief entries only.

No. 33. 7 1-2 x 12 1-2 cm. (3 x 5 in. approximately). This is the most used size and of a height to be read easily. The cards when standing at the angle given them by the blocks at each end of each row, show the larger portion of their surface without further separation, while in

shorter cards there is a possibility of having to hold them apart for reading if the drawer or tray is at all full. This size is large enough for nearly all requirements. The danger in adopting a special size is of its being larger than needed. The practise of writing on the page of a blank book often leaves the sense at first that a condensed card is inadequate. The desire for a large card is more from mental habit than actual requirement. A list is apt to grow into greater dimensions than anticipated, and the large card increases bulk and cost of both cards and cases. We therefore urge our clients to adopt our standard for which we have every device and accessory made to fit. With an odd size these important helps have to be made to order at extra cost and consequent delay.

This standard 33 size adopted by the American Library Association and library schools, and made by the Bureau, has proved so satisfactory, and so great a convenience for filing, that the United States Government has recently adopted it for postal-cards, issued by the post-office department, which adoption can be considered a great compliment to the library profession.

It is also used for most, if not all, of the co-operative and international card catalog work. In every case this size will be found the most satisfactory for all catalogs, lists, or indexes.

Punching. Most cards sold are punched for the guard rod. Without punching they are 15 cents per M less than prices given.

Ruling. The standard ruling for library use is shown in the diagram on page 29. Any special ruling can be had to order. Cards without down lines are carried in stock at same price.

For typewriter use cards without the cross lines, except the head line, are preferable. The head line enables the reading of the initial entry more quickly, and gives uniformity to the series.

The L. B. standard linen cards are from linen ledger stock. Our paper mill put in an entirely new engine of special power at large expense, to produce bristol from linen stock. We now offer linen ledger paper in our heaviest weights, with the result that years of handling will not materially affect our cards, while the best cotton stock presenting as good a surface for writing upon will wear below the newly added cards. In some libraries we have seen this to a half centimeter:

r. Made of the same material, but one half thicker than "l." It gives a reduction in space occupied and cost over "x," tho does not fully equal it for quick handling.

PRICES.

No. 32r, L B standard linen cards, per 1,000 . . .	\$2.00
No. 33r, " " " " " " . . .	3.00

x. A double-weight mill bristol made for us of the highest grade, to give the best possible index cards. It is heavier than any stock carried by paper dealers, and is finished with reference to its special use. The thickness makes it handle easiest; the hard stock of which it is composed, to wear longest under continued use, and bear erasure best. Where space and expense are not serious obstacles, this stock has no competitor for favor.

PRICES.

No. 32x, L B standard linen cards, per 1,000 . . .	\$2.60
No. 33x, " " " " " " . . .	3.75

L B cotton cards. Made in same weights, and cut, ruled, and punched with same care as the standard linen ledger. These are from cotton stock, and equal in writing surface any made. They however lack the wearing qualities of the L B standard.

Where lists are changing rapidly, or for any reason are temporary, these cards are good enough; in some instances users are unable to pay the price of the highest grade; and in the few, where people buy the low priced, whatever their needs, they meet the competition of less satisfactory stocks.

PRICES.

	lc.	rc.	xc.
No. 32,	\$1.30	\$1.70	\$2.25
No. 33,	1.75	2.25	3.00

We also carry in stock thin linen and cotton slips much used in preparing printers' copy of a library catalog. See 32 and 33 d and h.

Colored cards. Buff, salmon, and blue cards of all standard rulings are kept in stock l, r, and x, in the L B standard cards. These different colors assist the classing of separate indexes into one alphabetical series, distinguishing each by its own color; *e. g.*, author and subject cards of a library.

Plain cards. For typewriter use, for printing, and other purposes, cards without rulings are often preferred. The cost of cutting plain stock is much less than ruled. We furnish the L B standard cards *unruled*. Price on application.

Discount of 5, 10, 15 or 20 per cent on 5, 10, 15 or 20 M. in one order. Samples of the different weights and rulings on application.

Notes. Experienced users have learned that the practical success of the system is largely dependent on many little details which can be learned only by study and long experience. An outfit which seems to the novice the same, or at least to answer well enough, is found later to require entire remaking in order to secure satisfactory results. Those not knowing of the headquarters often make, or have made, or buy, an outfit imperfect in its details, and that can never give satisfaction to one who has used the library standards, and, in many cases, fail to discover why they are less enthusiastic over the merits of the card system than some friend who has a proper equipment. Often, if not usually, they pay more than the Bureau charges for the best. Occasionally some one attaches some practically worthless new feature, stamped "patented" or "patent applied for," and on the strength of this induces those who do not know a better and cheaper way to pay a high price for something inferior for practical use.

The Library Bureau is the only house in the world devoted to the special business of fitting up libraries. With the coöperation of these great users of the system, it has, at the cost of protracted experiments, perfected these details, and had special dies, models, and machinery made, so that we now manufacture everything pertaining to the card system, of the best practical form and in a variety to suit all wants.

Many make the mistake of buying too small accommodations for their needs in library cataloging. From 3 to 5 cards per volume is a sufficiently low estimate upon which to base the selection of an outfit.

Prices of outfits are net. All expenses of packing and delivering to the Express Co. or R. R., are borne by the Bureau.

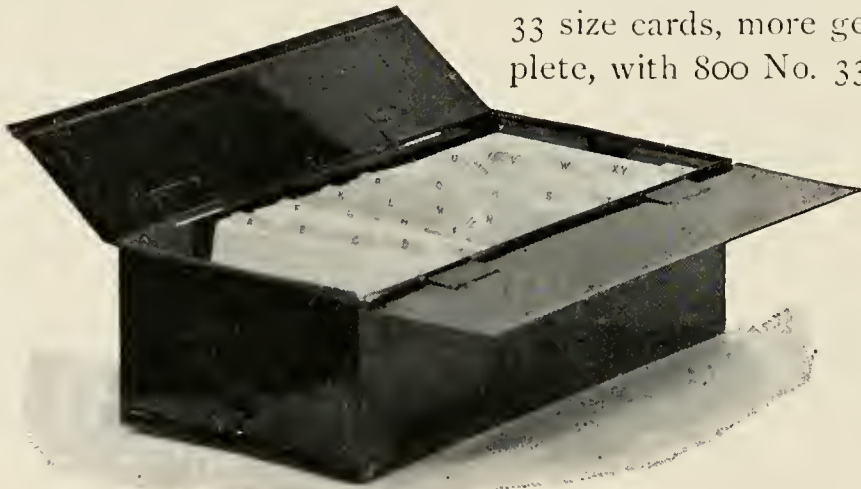
Price list of outfits

Only the standard L B linen cards are used in making up the following outfits. If because of cost or for temporary use the L B cotton cards are desired they will be substituted at a corresponding reduction from these prices.

Small tray outfits. These afford all the material needed for a very small catalog or index. For the individual beginner of a card catalog, business list, or index, this is a most useful device. The cards and guides are exactly the same as used in the larger outfits, and can be transferred to them as growth demands. The trays are filled with any of the three thicknesses of cards desired, though unless otherwise specified / cards are supplied.

22c1 outfit. Tin tray with covers, 650 No. 32 / cards; special bristol index a to z; blocks giving cards best angle for reading, and guard wire, complete **\$2.00**

22c2 outfit. Same as 22c1, with No. 33 size cards, more generally used, complete, with 800 No. 33 / cards, **\$2.75**

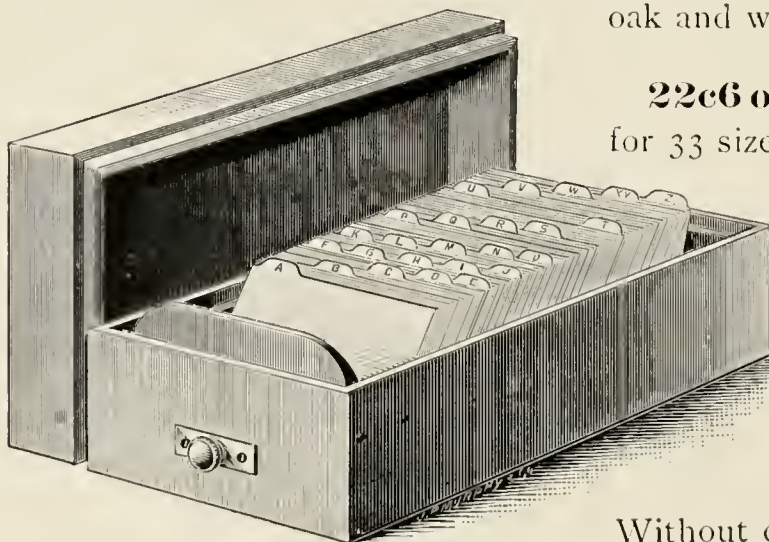


22c3 outfit.* Same as 22c1, only tray is of wood covered with marble paper and without covers, . . . **\$1.50**

22c4 outfit.† Same as 22c3, for 33 size cards . . . **\$2.40**

22c5 outfit.‡ Same as 22c1, except tray is handsomely finished oak and without covers, **\$2.00**

22c6 outfit.§ Same as 22c5, for 33 size cards . . . **\$2.75**



22c7 outfit. Oak tray with cover, 1000 No. 33 / cards, bristol a to z index, blocks and lock-guard rod, complete, **\$5.00**

Without cards or guides, **\$2.75**

* Numbered 22d1 in editions previous to 1895. † 22d2 in editions previous to 1895. ‡ 22d3 in editions previous to 1895. § 22d4 in editions previous to 1895.



Size, outside, $31\frac{1}{2}$ cm. ($12\frac{1}{2}$ in.) long, 11 cm. ($4\frac{1}{2}$ in.) high, 34 cm. ($13\frac{1}{2}$ in.) deep.

22d2 outfit.* A finely finished case, with two hard wood trays, each tray holding 1,000 33 / cards ; in oak or walnut ; complete outfit, including 2,000 33 / cards, 100 guides, patent lock-guard rods, patent blocks, label-holders, and printed labels **\$9.00**
Without cards or guides **5.00**

In mahogany, 50 cents additional.



Size, outside, $31\frac{1}{2}$ cm. ($12\frac{1}{2}$ in.) long, $21\frac{1}{2}$ cm. ($8\frac{1}{2}$ in.) high, 34 cm. ($13\frac{1}{2}$ in.) deep.

22d4 outfit.† Same as 22d2, except with four trays ; in oak or walnut ; complete, with 4,000 33 / cards, 200 guides, patent lock-guard rods, patent blocks, label-holders, and printed labels **\$15.00**
Without cards or guides **8.00**

In mahogany, \$1.00 additional.

* Numbered 22d6 in editions previous to 1895. † 22d7 in editions previous to 1895.



Size, outside, $31\frac{1}{2}$ cm. ($12\frac{1}{2}$ in.) long, 32 cm. ($12\frac{1}{2}$ in.) high, 34 cm. ($13\frac{1}{2}$ in.) deep.

22d6 outfit.* Same as 22d4, except with six trays; in oak or walnut; complete, with 6,000 33 / cards, 300 guides, patent lock-guard rods, patent blocks, label-holders, and printed labels . . . **\$22.00**

Without cards or guides **12.00**

In mahogany, \$1.50 additional.

22d9 outfit. Same as 22d6, except with nine trays, three high and three long; complete, with 9,000 33 / cards, 500 guides, patent lock-guard rods, patent blocks, label-holders, and printed labels, **\$31.00**

Without cards or guides **16.00**

In mahogany, \$2.25 additional.

Size, outside, $49\frac{1}{2}$ cm. ($19\frac{1}{2}$ in.) long, 32 cm. ($12\frac{1}{2}$ in.) high, 34 cm. ($13\frac{1}{2}$ in.) deep.

These tray cases are made from carefully selected stock, well matched, beautifully finished, and are suitable for the finest private library or the most elegantly furnished office.

Larger tray cabinets are described in a general way on page 23. In the small tray cases (22d2 to 22d9) each tray has a capacity of 1,000 33 / cards. In the following (22d12 to 22d96) each tray is made to hold 1,200 33 / cards and is fitted with a combined label-holder and handle.

The 60, 72, and 96 tray cabinets have closet bases 15 in. high, also slides at the proper height to afford a rest for consulting the trays upon.

* Numbered 22d8 in editions previous to 1895.

22d12 outfit consists of case of 12 trays for 33 size cards, 4 trays high and 3 long, flush ends and top, made in hard wood throughout.

Oak carried in stock, other woods to order. Mahogany \$3.00 additional. Fitted with combined label-holders and handles, patent lock-guard rods, patent blocks, 800 bristol guides and printed labels.

Complete, with 15,000 33l cards	\$55.00
“ “ 10,000 33r “	52.50
“ “ 7,500 33x “	50.00
Without cards or guides	27.50

Size, outside, $49\frac{1}{2}$ cm. ($19\frac{1}{2}$ in.) long, 44 cm. ($17\frac{1}{2}$ in.) high, $40\frac{1}{2}$ cm. (16 in.) deep.

22d15 outfit consists of case of 15 trays for 33 size cards, 5 trays high and 3 long, flush ends and top, made in hard wood throughout.

Oak carried in stock, other woods to order. Mahogany \$3.75 additional. Fitted with combined label-holders and handles, patent lock-guard rods, patent blocks, 1,000 bristol guides and printed labels.

Complete, with 18,000 33l cards	\$72.00
“ “ 12,000 33r “	69.00
“ “ 9,000 33x “	66.00
Without cards or guides	33.00

Size, outside, $49\frac{1}{2}$ cm. ($19\frac{1}{2}$ in.) long, $54\frac{1}{2}$ cm. ($21\frac{1}{2}$ in.) high, $40\frac{1}{2}$ cm. (16 in.) deep.

22d20 outfit consists of case of 20 trays for 33 size cards, 5 trays high and 4 long, flush ends and top, made in hard wood throughout.

Oak carried in stock, other woods to order. Mahogany \$5.00 additional. Fitted with combined label-holders and handles, patent lock-guard rods, patent blocks, 1,400 bristol guides and printed labels.

Complete, with 24,000 33l cards	\$90.00
“ “ 16,000 33r “	86.00
“ “ 12,000 33x “	83.00
Without cards or guides	44.00

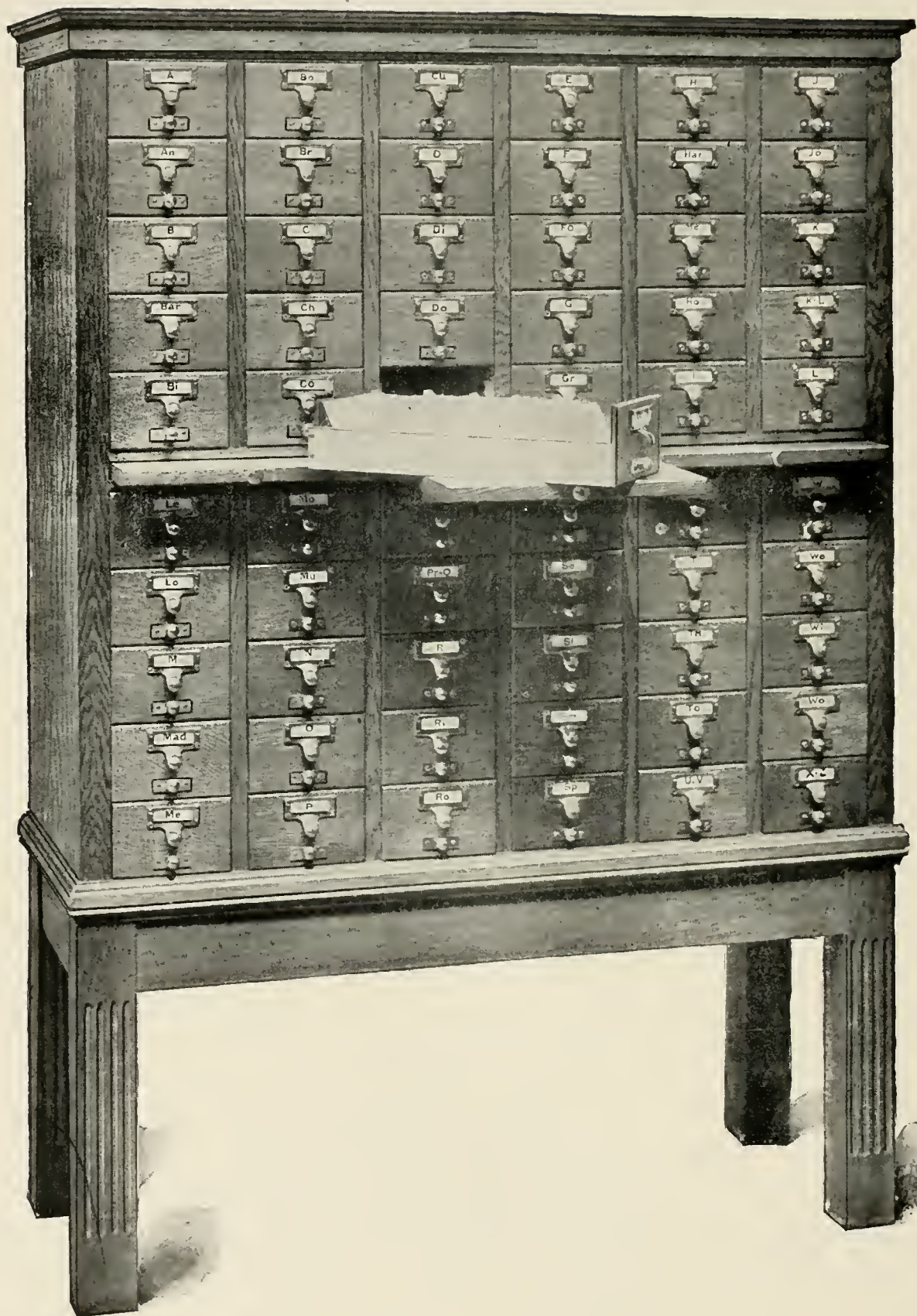
Size, outside, 69 cm. ($27\frac{1}{2}$ in.) long, $57\frac{1}{2}$ cm. ($22\frac{1}{2}$ in.) high, 44 cm. ($17\frac{1}{2}$ in.) deep.

22d30 outfit consists of case of 30 trays for 33 size cards, 6 trays high and 5 long, made in hard wood throughout.

Oak carried in stock, other woods to order. Mahogany \$7.50 additional. Fitted with combined label-holders and handles, patent lock-guard rods, patent blocks, 2,000 bristol guides and printed labels.

Complete, with 36,000 33l cards	\$130.00
“ “ 24,000 33r “	125.00
“ “ 18,000 33x “	120.00
Without cards or guides	65.00

Size, outside, 85 cm. ($33\frac{1}{2}$ in.) long, $67\frac{1}{2}$ cm. ($26\frac{1}{2}$ in.) high, $44\frac{1}{2}$ cm. ($17\frac{1}{2}$ in.) deep.



22d60 outfit consists of case of 60 trays, 10 trays high and 6 long, made in hard wood throughout. Case rests on a handsome base 23 inches high. Total height over all, 60 inches. Oak carried in stock, other woods to order. Mahogany, \$20.00 additional. Each tray fitted with combined label-holder and handle, patent lock-guard rod and patent blocks. The cabinet has slides for resting the trays upon while consulting. Complete outfit has bristol guides and set of printed labels.

Complete with 72,000 33l cards	\$270.00
“ “ 48,000 33r “	260.00
“ “ 36,000 33x “	250.00
Without cards or guides	135.00

22d72 outfit consists of case of 72 trays, 12 trays high and 6 long, made in hard wood throughout. Case rests on a handsome base 15 in. high, containing closet with doors. Total height over all 70 in. Oak carried in stock, other woods to order. Mahogany, \$20.00 additional. Each tray fitted with combined label-holder and handle, patent lock-guard rod and patent blocks. The cabinet has slides for resting the trays upon while consulting. Complete outfit has 4,500 bristol guides and set of printed labels.

Complete, with 85,000 33l cards	\$310.00
“ “ 57,000 33r “	300.00
“ “ 42,500 33x “	290.00
Without cards or guides	150.00

Size, outside, 105½ cm. (41½ in.) long, 134 cm. (52½ in.) high, 44½ cm. (17½ in.) deep.

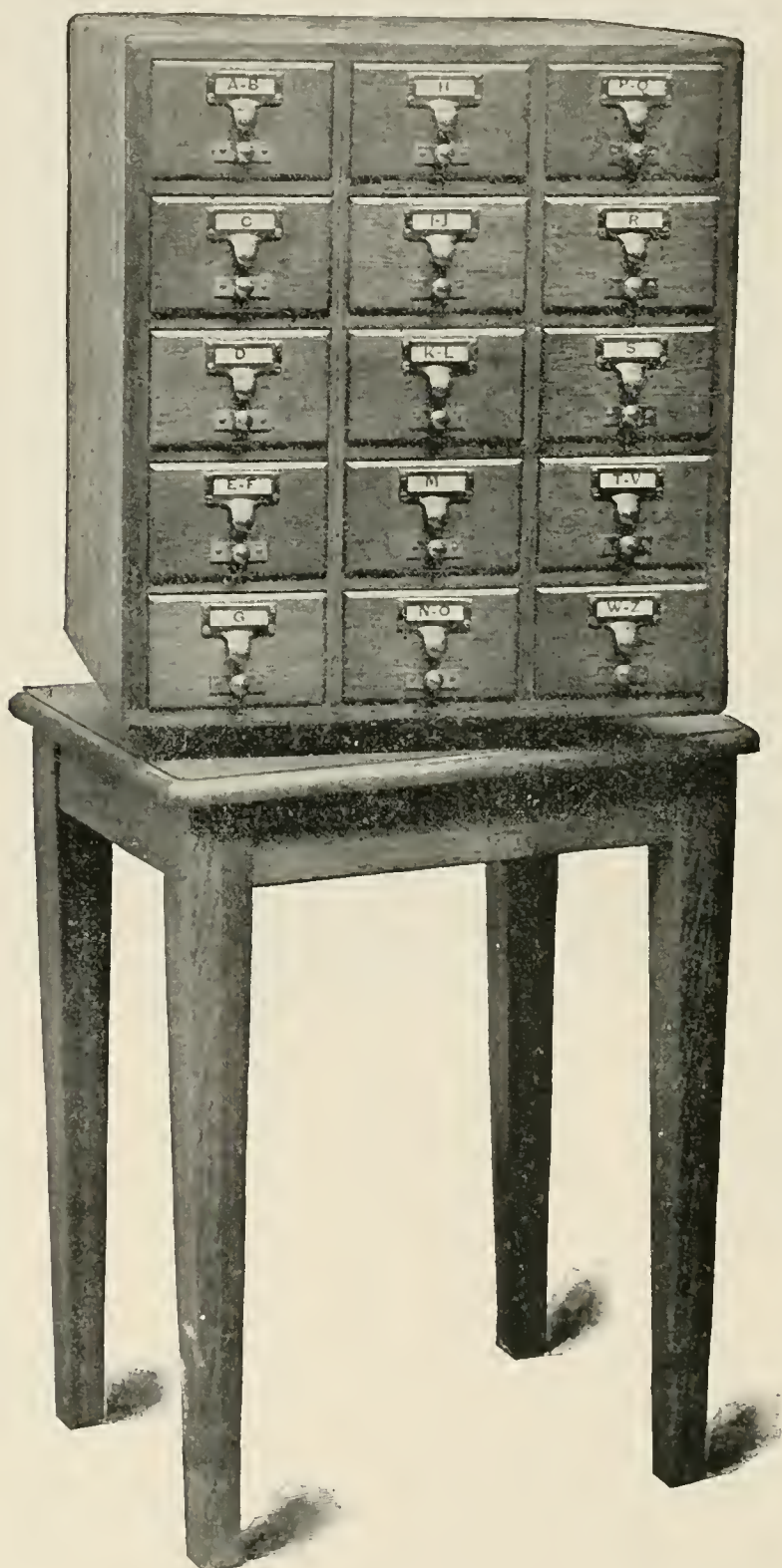
22d96 outfit consists of case of 96 trays, 12 trays high and 8 long, made in hard wood throughout. Case rests on a handsome base 15 in. high, containing closet with doors. Total height over all 70 in. Oak carried in stock, other woods to order. Mahogany, \$25.00 additional. Each tray fitted with combined label-holder and handle, patent lock-guard rod and patent blocks. The cabinet has slides for resting the trays upon while consulting. Complete outfit has 5,000 bristol guides and set of printed labels.

Complete, with 112,000 33l cards	\$400.00
“ “ 76,000 33r “	385.00
“ “ 56,000 33x “	370.00
Without cards or guides	200.00

Size, outside, 136½ cm. (54 in.) long, 134 cm. (52½ in.) high, 44½ cm. (17½ in.) deep.

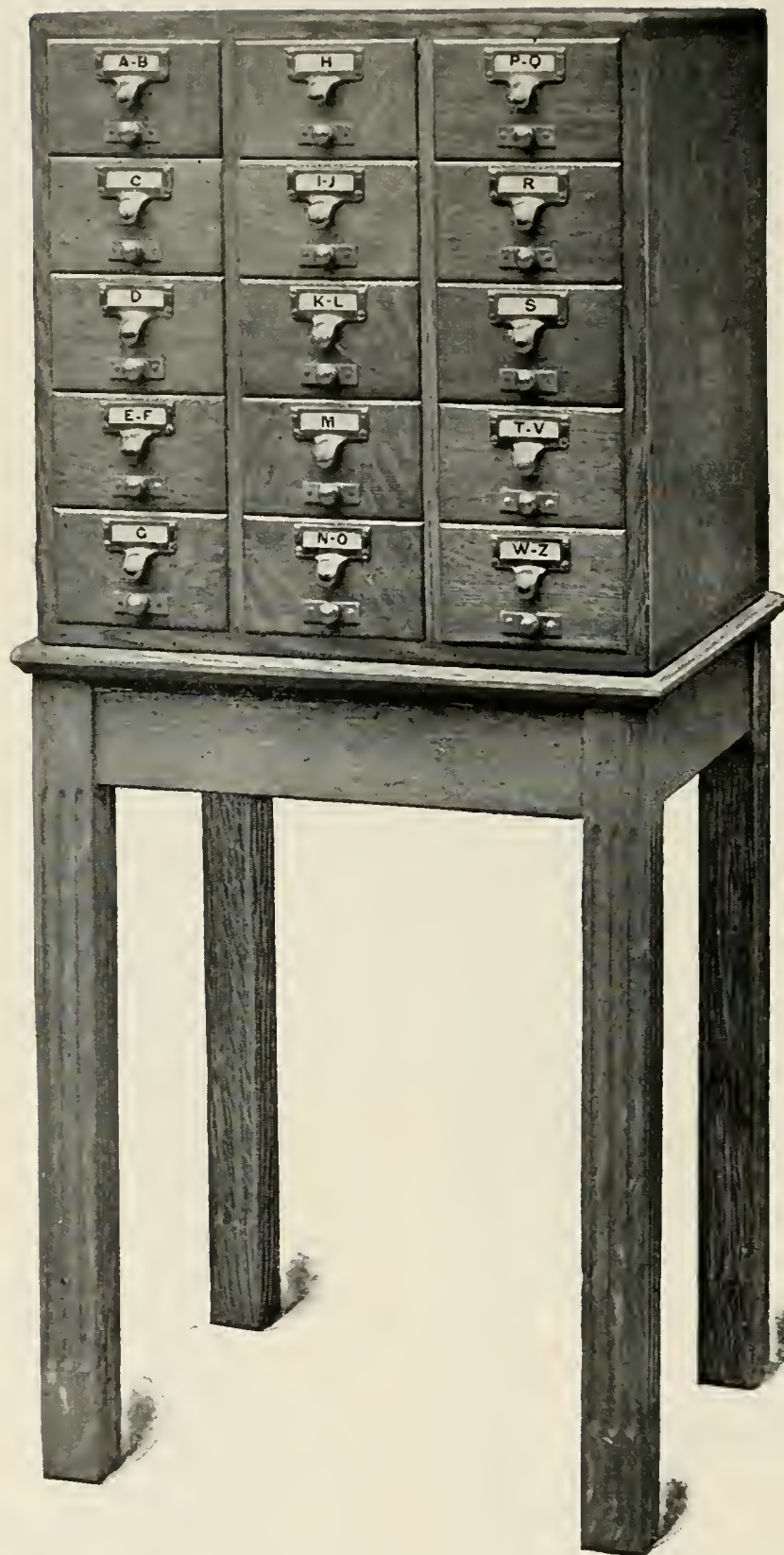
Bases for Outfits

To secure the greatest convenience in consulting cards, the standard index cases are made the hight for easiest reading of both the upper and lower drawers, when case is on a base or table. No one, unless compelled by limited space, is willing, after any experience, to consult the lower drawer stooping over, or the upper one standing on tip-toe.

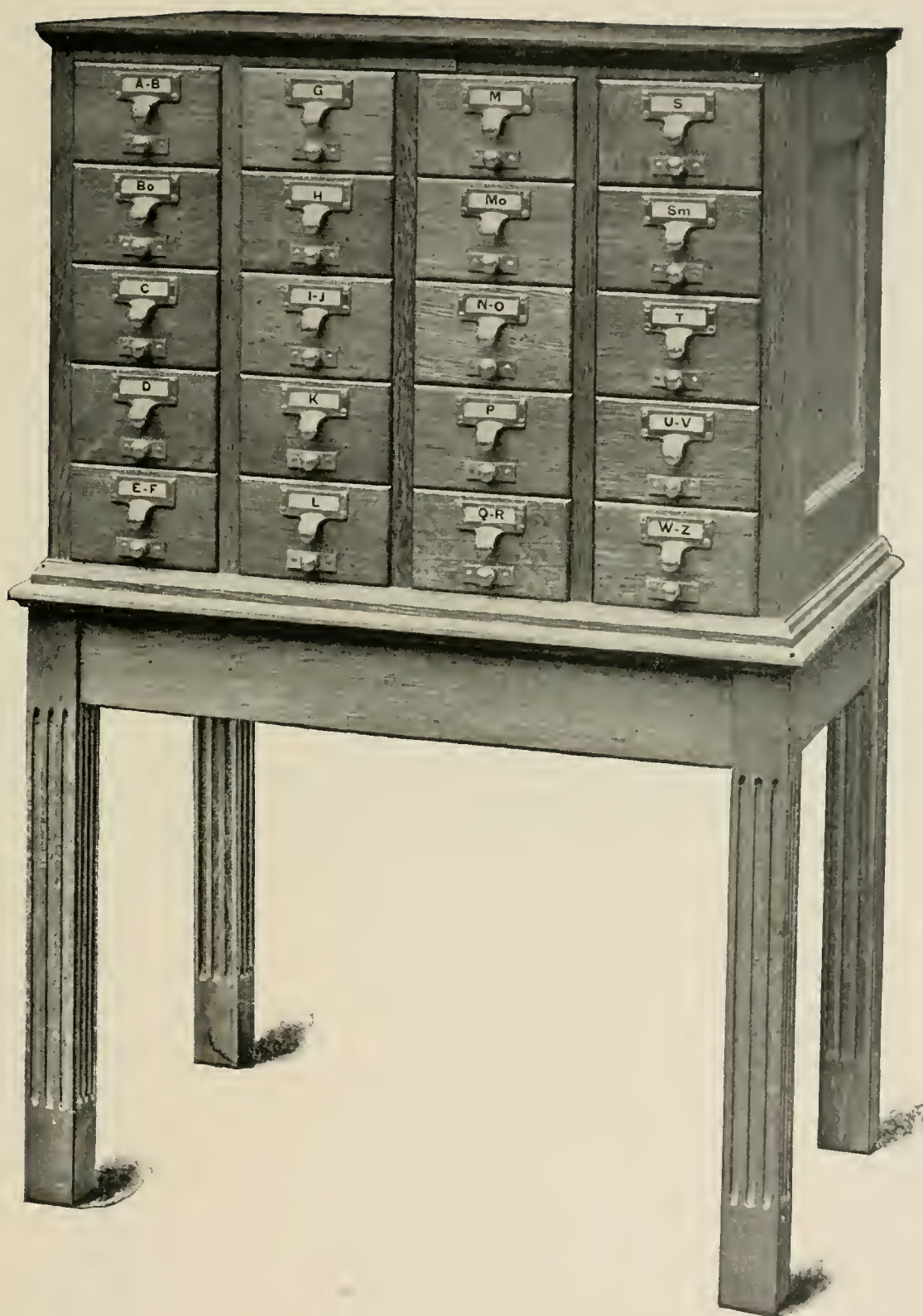


22w. Base for 22d9, d12 or d15 outfits. A revolving top greatly increases the accessibility of this case. In oak . . . \$7.50

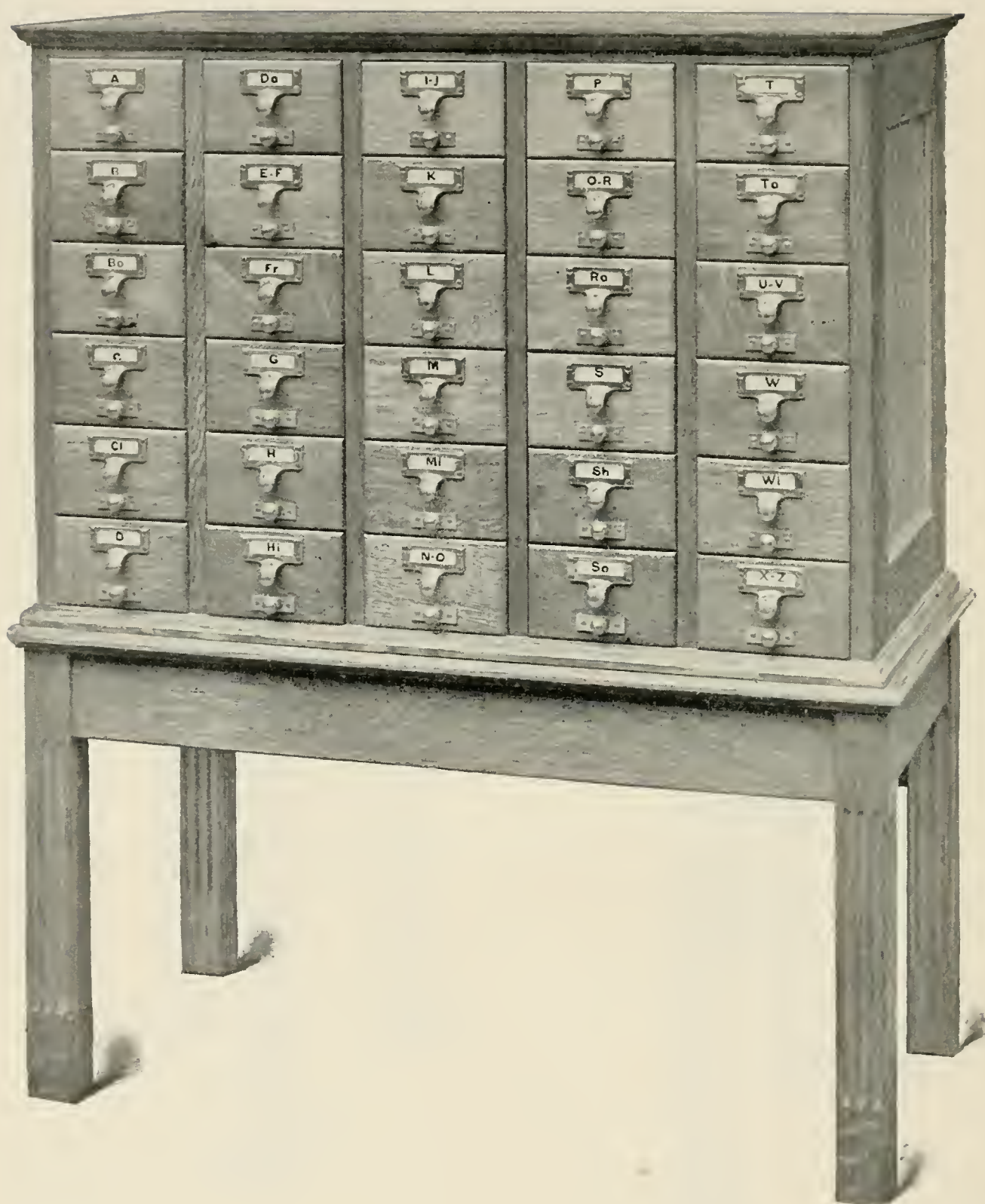




Base for 22d9-d12-d15. In oak. 26" high. Catalog No. 22w9.
 Price \$7.00



Base for **22d20**. In oak. $22\frac{3}{8}$ " high. Catalog No. **22w10**. Price, **\$8.00**



Base for **22d30**. 18 $\frac{7}{8}$ " high. Catalog No. **22w11**.
Price, in oak, **\$9.00**

23. Trays. A very great convenience, either used alone or in working over cards before putting them in the drawers. One who has used them will never be without. With or without covers, and with or without partitions. The covers keep out much dust, but add to cost, and are less convenient for current desk work. For small card index outfits covers are best. The partitions serve to separate the contents into five distinct boxes. This has the advantage over guides of leaving the cards loosely arranged, so that the eye often sees the exact card wanted, without aid from the fingers. Where covers are not used, trays two-thirds high of card are better, as, while they hold the cards equally well, it is much easier to handle and to read them when they project above the sides, and the light also reaches them much better.

For No. 32 cards. $5\frac{1}{2} \times 13 \times 21$ cm ($2 \times 5 \times 8$ in.).

	WOOD COVERED WITH PAPER.	TIN.	HANDSOMELY FINISHED ANTIQUE OAK.
23i, plain	\$0.25	\$0.40	\$0.50
23j, with 5 divisions40	.60	.75
23j2, with 5 divisions, $\frac{2}{3}$ high . .	.40	.60	.75
23k, with covers60	
23l, with divisions and covers . .		.75	

For No. 33 cards. $8 \times 13 \times 26$ cm ($3 \times 5 \times 10$ in.).

23p, plain	\$0.30	\$0.50	\$0.60
23q, with 5 divisions40	.75	1.00
23r, with covers75	
23s, with divisions and covers . .		1.00	

See under No. 22 for description of card index outfits in trays and fittings.

Charging Systems

Every library must maintain some system for recording its borrowers and the books loaned to them. Librarians and trustees are anxious to know the best, least expensive, and most efficient methods in order to choose the one best suited to their requirements, which will entail the smallest amount of labor in administration and will ensure the borrowers prompt and speedy service, both in the issue and return of books.

Of the various systems used, those described as follows are the best and most economically maintained and administered.

Modifications may be found necessary in their application to peculiar circumstances, but one or other of these methods can be easily adapted to the conditions in any library.

Register of borrowers. This most essential record can be kept in several ways more or less simple and effective. The old method of registration, in a book ruled and printed with headings for number, name, and address, etc. (See L. B. borrowers' register—3 IV, 1, 2), has been greatly improved upon by the use of cards, either with or without tabs.

Plan 1. Standard 33 size cards can be provided for numerical arrangement, with 12 tabs, each tab bearing a letter of the alphabet, so that all names beginning with the initial "A" stand one behind the other in a row, and yet are filed in numerical sequence, printed guides being inserted at intervals of 100 or 50, by which means it is easy to see the number of borrowers in the library at any given time; and, if required, the index will also show the number registered at any month in any given year by the insertion of a month guide at the commencement of each month. By this method, if there are any changes of address, etc., a fresh card can be made out and re-inserted in the index in place of the original, a correction impossible in the old book form of register, and if at any time the borrower's privilege is withdrawn, or cancelled by death, disuse, or departure, his card can be removed from the list and the number reassigned. This plan of registration clears the index from old, dead, or obsolete matter and keeps the borrowers' record a live, up-to-date, and correct list, an important matter, as this register is the one of all others most liable to change and alteration.

Colored cards can be used to differentiate between the borrowers and their guarantors, and both can be filed in the same index, or separately if desired, or the guarantee can be filled in on the same card. These cards can be used to compile statistics.

Cards without alphabetical tabs can be used on the same principle, but it is well, where possible, to make the card do all the work required, and tabs are therefore strongly recommended for this purpose.

Prices on application.

Another method of registering borrowers by means of cards consists in making the application form into its own index by using 33 size cards for the particulars required, instead of paper vouchers. These cards, when filled in by the applicant, are signed by him and filed alphabetically or numerically, as preferred, and, in case of a dispute, are easily produced. Tab cards, as above described, may be used and filed numerically behind guides.

Register of borrowers by street and house. In some large cities, card indexes are made of houses and streets where borrowers reside in wards or districts. This information is extremely valuable in cases of epidemics or infectious disease, such as are of constant occurrence in large communities. When such cases are reported to the library by the medical authority, immediate reference is made to the index cards in the district reported as infected, to ascertain what houses in the district contain persons in possession of books from the library, so that the proper local sanitary authorities can fetch them and have them disinfected before their return to the library, thereby avoiding the spread of infection by means of books, a matter of importance in all large communities. The necessary particulars are entered on a 33 size card.

Charging systems. Plan 1. The Browne. This system, which is rapid, effective, and widely adopted by the best libraries, consists: (1) in the use of a book card made of L. B. "1" stock, size 5 x 7½ cm, (2) a book pocket, (3) a reader's card in the form of a pocket wide enough to contain the book card, (4) a tray for cards with date guides.

Any form of book pocket can be used with this system, but the cheapest form is a strip of manila paper pasted across the back cover of the book, on which it is usual to stamp the date.

The borrower has a pocket sufficiently large to contain the book card, made of durable manila, which bears his number in the borrowers' register, name, and address, and, if required, date of issue and expiration. This card pocket is handed in with the call slip for the required book, and the book card is taken from the book pocket and placed in the borrowers' card pocket, the date is stamped on the pocket in the book cover, and the book handed to the borrower. The book card in the reader's pocket is filed by date in book number order. By this method only three transactions are required at the time of issue, thereby ensuring prompt service to the borrower, with a satisfactory record to the library of all issues, *i. e.*

- 1.—To find the book on requisition.
- 2.—To place the book card and the borrower's pocket card together.
- 3.—To stamp the date of issue on the book pocket.

At the end of the day, or when deemed expedient, the cards can be arranged as desired, behind date guides in trays made for the purpose by the Library Bureau, and the necessary daily statistics obtained with a minimum of labor. (See diagram).

When the book is returned the date in the book pocket directs the assistant to the tray of issues, and the book and borrower's card are taken therefrom and replaced; the card in the book pocket, and the pocket to the borrower. The book being discharged on presentation is at once available for re-issue, a matter of great importance in a small library where the turn-over of books is large.

Advantages. This system of charging shows at once what books are out, who has them, and when they are due; and if a detailed record is desired, during the less busy times of the day, the assistant can write on the book card the reader's number and date of issue, in which case a larger book card can be used. (See 34a.)

Overdues are detected automatically and can be written for by addressing notices from the reader's pocket cards in the overdue issue tray instead of having to refer to the borrowers' register.

When the borrower is not using his card pocket it may be kept on file at the library, thereby saving the borrower trouble or loss, and enabling the librarian to ascertain exactly how many of the borrowers on register are using their library privileges.

Prices. 34a2. Book cards, L. B. "1" stock, 5x7½ cm, unruled, in ten colors for the decimal classification divisions, white, canary, blue, salmon, fawn, green, cherry, lilac, pink, straw. Price per 1,000, 60c.

Ruled both sides, similar to cards in *plan 2*. Price per 1,000, \$1.10.

39c4. Borrower's manila card pocket, printed (see diagram). \$2.50.

Date guides, 1-31. Price, 25c.

25c2. Oak charging tray, one section, with plate block, no cover.

Price, \$1.25.

Tin charging tray (see 25b) slip trays.

Classes. Different colored cards can be used for the various classes, and standard 34a cards and pockets can be used if preferred, but the sizes given are recommended as taking up less space.

973	B22
No. 516	
Name John Smith	
Address 25 State St.	

Plan 2. Is another rapid and accurate method very simple and effective in use. Each book is represented by a card bearing class and accession numbers, author, and title, with ruled columns for the entry of borrower's number, and date of issue. Each borrower receives a card with his number, name, address, and, if required, date of issue. The book card measures 5 x 12½ cm, the borrower's card 5 x 10 cm, thus the book card stands higher than the borrower's card. The book cards are either filed numerically in trays, or else are kept in pockets in the books themselves.

The method of issue is as follows. The borrower hands in his card with a call slip for the books required, to the assistant, who consults the trays containing the book cards, the book card is then taken out of the tray and placed, together with the reader's card, in a loose, three-cornered pocket (see diagram), and filed in a tray behind the date guide. This system requires only three operations at the time of issue, *i. e.*

1. Receiving reader's call slip and ticket and finding if the book required is in, which is done, without wasting time in going to the shelves, by consulting the book cards numerically arranged in tray, when cards are not used with the book pockets.

2. Taking book from shelf and stamping date therein.

3. Picking up one of the loose pockets, kept ready to hand, and placing the book card and reader's card together therein behind date guide in tray.

During leisured intervals in the day, or at any convenient time, the conjoined cards, constituting the day's issues, can have further entries made thereon, where thought necessary; this can be done when arranging the day's issues, by entering the book number on the borrower's card, and the borrower's number and date on the book card, thus making a double-entry record of how often, and where, each book went out; and how many, and what, books were taken out by each borrower. On returning the book, the date therein directs to the issue tray where the book card and borrower's card are conjointly filed in the temporary pocket, under the date guide in any desired sequence. These are taken out and the book card restored to its place in the tray, or book pocket, whichever method is adopted, and the borrower's card is handed to him, or kept on alphabetical file in the library when not in active use.

The advantages are that overdues are immediately detected, writing at the time of issue is entirely dispensed with, and thus the time of

both borrower and librarian is saved, chances of error are very greatly

reduced, and greater accuracy and prompt service guaranteed, with less labor and friction than is possible with the older methods.

Prices. 34a3. Book cards, L. B. "1" stock, 5 x 12½ cm (see diagram), in ten colors, white, canary, blue, salmon, fawn, green, cherry, lilac, pink, straw, ruled both sides.

Price per 1,000, \$1.75.

34a4. Borrower's cards, 5 x 10 cm (see diagram), in ten colors, as above, ruled both sides. Price per 1,000, \$1.50.

Manila pocket for cards, three-cornered, unprinted (see diagram).

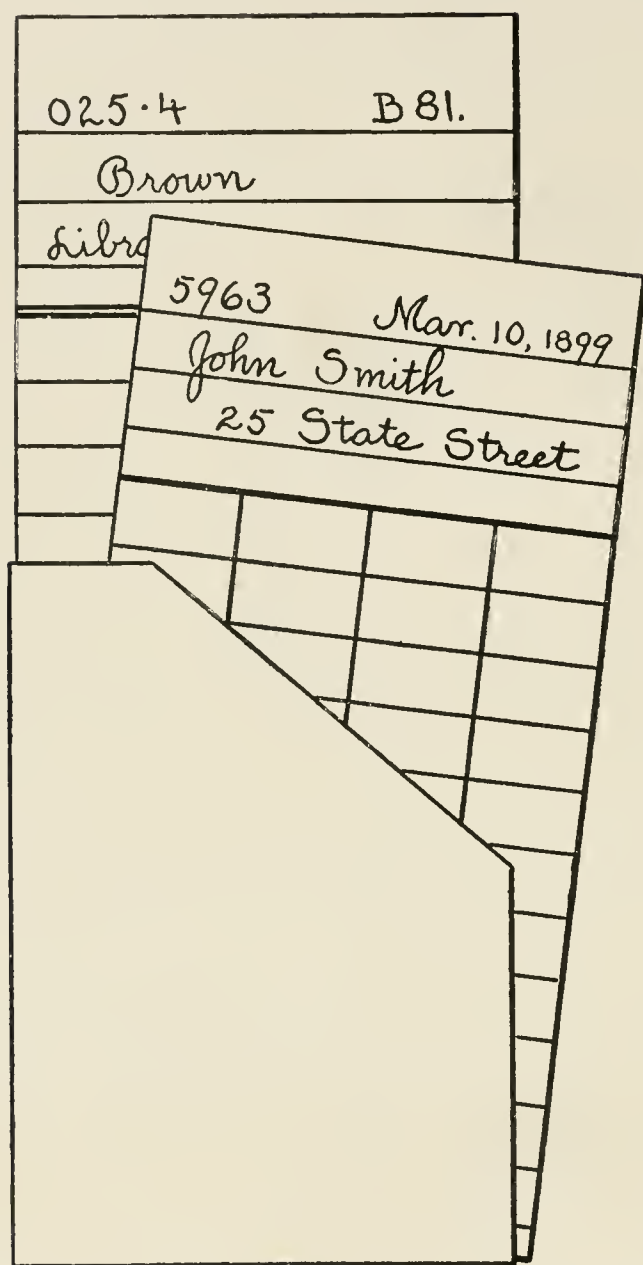
Price per 1,000, \$2.00.

Date guides, 1-31.

Price, 25c.

25c3. Oak charging tray, two rows, with plate blocks, no cover. Price, \$3.00.

25c4. Tin charging tray, ten compartments, two rows of five each, similar to 25b slip trays, but made to fit 34a3 cards. Price, 80c.



Plan 3. Book-card and book-pocket system. This is an older form of the first-mentioned plans, and consists in the use of (1) a card pocket (39c1 or 2) for each book (2) a book card (charging card 34a) for each book, (3) a (25c.) charging case or trays for holding the book cards, of the books which are out, and (4) a borrower's card for each person entitled to draw books from the library.

The borrower presents his card, together with a call slip giving numbers of the book required, the book is found on shelf and the charging card taken from the book pocket and the number of the borrower and the date placed thereon, the date being also stamped on the borrower's card. The borrower's card is then placed in the book-card pocket and the book is handed to him. The charging card is placed in the charging case and forms the record that the book has

been issued to No. ——. On returning the book the borrower again presents his card with the book, the charging card is taken from the case, both are stamped with the date returned, the charging card is placed back in the book pocket, the borrower's card returned to him and the book replaced on the shelf.

Plan 4. Slip system. The charge is made on a slip of manila or other paper, size $5 \times 7\frac{1}{2}$ cm, first the number of the book, then the borrower's number with date. The slips are arranged consecutively by book number in the movable trays of a 25a sloping slip case, each day's circulation occupying one tray. Each column is complete in itself, and movable. The whole series is slid one to the right each day, allowing the newly emptied column to be inserted at the head, thus saving all transfer of slips. The right-hand column shows overdue books.

In libraries where a very small number of books are circulated one of the various styles of 25b slip trays can be used instead of 25a.

34b. Call slips. Plain manila, white or colored paper, cut into small slips $5 \times 7\frac{1}{2}$ cm (2×3 in.), and used for charging loans, etc. 34b2, $5 \times 7\frac{1}{2}$ cm call slips, 20c. per 1,000. Specify color desired. These slips can be used to advantage for memos, notes, etc.

25a. Sloping Slip Case. A series of 20-compartment, movable tin trays, held at the proper angle by handsome wood case, with tight-fitting dust cover.

Libraries open every day in the week require 15 trays; three or four days, 10 trays; and those two days, 5 trays. Each tray will hold 2,000 slips, though more convenient with half that number.



PRICES

15-section, charging case complete	.	.	.	\$25.00
10 " " " "	.	.	.	15.00
5 " " " "	.	.	.	10.00

The 15-tray case is fitted with 3 drawers, giving space for a card catalog of 3,000 cards, or for storage of charging slips.

25b. Slip trays. Small trays for holding $5 \times 7\frac{1}{2}$ call slips, so much used for mem's, and for charging loans. Each compartment is $5\frac{1}{2}$ wide by 2 cm long. The following fit $5 \times 7\frac{1}{2}$ cm slips:—

25b1.	5	compartment tray, tin	\$.40
25b2.	10	" " " in 2 rows of 5 each65
25b3.	10	" " "
25b4.	20	" " " in 2 rows of 10 each75

Slip trays in oak, and wood covered with paper, are furnished for 5 x 7½ cm slips filed on the 7½ cm side. Each compartment is 8 cm wide by 2 cm long.

25b5.	5	compartment tray, oak	\$.75
25b6.	5	“ “ wood covered with paper20

34a. Charging cards. These cards are made of L. B. "1" stock, and are ruled on both sides to allow for the largest number of entries and most complete history of the use of a book. The space at the head of the card is intended for the number, name, and author of the book. Ten colors. Price per 1,000, \$2.00.

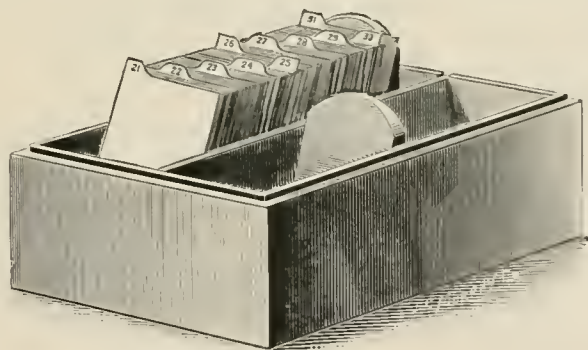
[illegible]

34a1. Borrower's card. The 34a charging card can be used for a borrower's card as well, though there are many other good forms. An economical card is that adopted by the N. Y. State Traveling Libraries. The following diagram shows face of the card, the back being ruled similar to the face below the agreement for additional records of loans.

Surname			Given name			No.		
<p>Street and no.</p> <p>Being a resident of _____ over 16 years of age, I hereby agree, as a borrower from the _____ to pay promptly any fines due from me for over-detention of books or for injuries of any kind beyond reasonable wear to any book while it is charged to me.</p> <p>..... 189 Name signed</p>								
Date borrowed.	Book.	Date returned.	Date borrowed.	Book	Date returned.	Date borrowed.	Book.	Date returned

Price, with name of city or town and library printed in, if ordered in quantities of 1,000, \$4.00 per 1,000.

25c. Charging case. An oak case with cover, having two compartments for (34a) cards $12\frac{1}{2} \times 7\frac{1}{2}$ cm on end, with a capacity of about 2,000 cards and the necessary guides. These guides are printed with the days of the months, so that the librarian can tell at a glance how many books are overdue on a given day. The charging cards are arranged under each date in order of book number



This style for smaller size cards or to hold more in case of 34a, made to order.

Price, complete, case and guides, \$4.50.

25c1. Tin charging case. One compartment, without cover. Made in japanned tin, cheaper than 25c., which is made of handsomely finished oak.

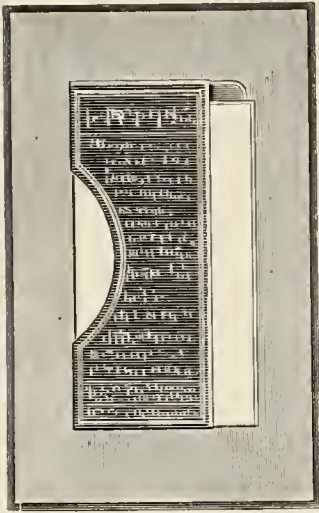
Price, \$1.00.

For charging cases to hold borrower's card, filed on $12\frac{1}{2}$ cm side (see 22c7), with date guides.

Price, \$3.00.

Book or card pockets. These can be made to order to suit any requirement or any system of book charging. Discounts on quantity.

39c1. Acme pockets. These card pockets are in general use, and are recommended by librarians as being most serviceable and satisfactory. The end of the pocket should be turned under, and the whole pasted into the book with Higgins' Drawing Board Mucilage or other preparation, thus forming a perfect pocket for holding the charging card while the book is in the library, and for holding the borrower's card while the book is out. This is not only a convenience to the librarian, but to the public as well. The rules of the library pertaining to the loan of books should be printed on the pockets.



Made of strong manila, cut with a peculiar die so that the cards can be put in and taken out with the greatest rapidity, and yet are firmly held.

PRICES

Printed with the rules of the library without extra charge, \$4.00 per thousand; discount of 10 per cent. on 3,000; 20 per cent. on 5,000; 25 per cent. on 10,000; 30 per cent. on 20,000.

39c2. C C pockets. Much cheaper than the Acme, devised by the Boston Athenæum, made of very strong thin linen paper. Three sides are folded over a thick card large enough to ensure an easy insertion of the card and the three edges formed by the fold are pasted on below the top edge of the book so that the card projects $\frac{1}{2}$ cm above the outside. Price per 1,000, unprinted, \$2.25; printed, with rules of library, \$4.00; cut to correct size, unfolded and unprinted, \$1.50 per 1,000.

39c3. Manila pockets for 34a charging cards, printed, number, name, and address. Price per 1,000, \$3.50.

39c4. Browne charging system pockets, *Plan 1*, printed, number, name, and address. Price per 1,000, \$2.50.

39c5. Manila three-cornered plain pocket for charging system, *Plan 2*. Price per 1,000, \$2.00.

39c6. Manila book pocket strip. Price per 1,000, printed, with rules of library, \$2.50; unprinted, 75c.

The above-mentioned supplies constitute a sufficient outfit for charging and can be had without delay. By ordering of the Bureau, the librarian will save time and annoyance in giving personal attention to manufacture through local facilities, which usually give unsatisfactory results.

We solicit an opportunity to quote prices on all necessary supplies for whichever method may be adopted.

Stamps and Dates

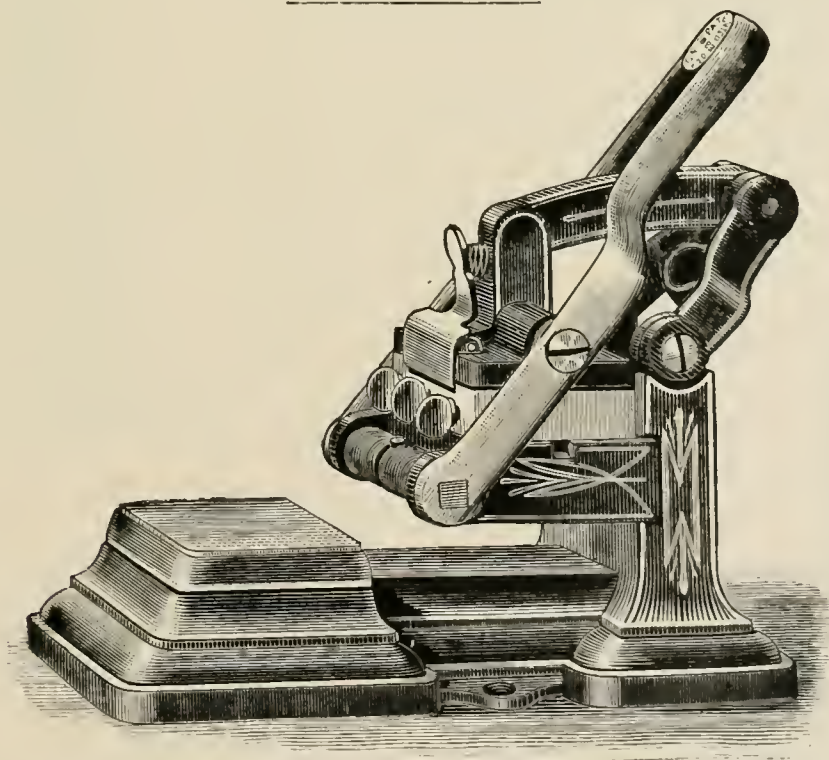
L. B. Dates. In library work dates are constantly used and often in places (e. g. on borrowers' or other cards of the charging system) where space is limited, and the need of quick work makes it difficult to get the date in the space assigned. The system of date abbreviations devised by Melvil Dewey in 1878 has proved its claim good to be the briefest possible without new signs and with perfect freedom from ambiguity, and it is clear to those who see it for the first time.

The common plan of using numbers for the month should be abolished, as about half the world reads 2/3 as Feb. 3d and the other half as 2d of March; and each stoutly insists that to read it the other way is a blunder. Taking the average of the year the L. B. dates are shorter and free from all danger of mistake. The series for the months is —

Ja F Mr Ap My Je Jl Ag S O N D

The date is written with day, month, and year in logical order, and, as the letter separates the figures, no lines or periods are needed; e. g. 3 F 89 is 3d of Feb. 1889.

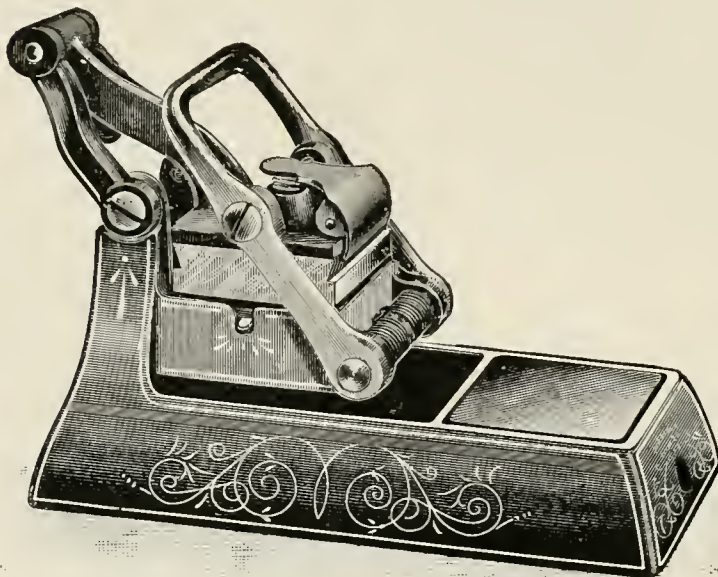
Price, 26a, L. B. System, Rubber Dates. Days, months, and years complete in box with forceps, **40c.** per set.



26d. Lever Self-Inker. This patent lever self-inking, dating and printing stamp, has a new principle of action. By a simple motion the lever is brought forward, carrying the die from the inked cushion to the plate on which the impression is made. It springs back to place automatically. A very important feature is the interchangeable dies. One can use as many different dies as he chooses in the same mechanism either with or without dates. The change can be made in a second.

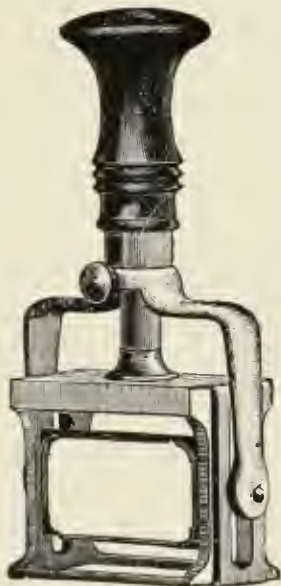
PRICES.

- 26d1.** Lever Self-Inker, fitted with dating die, box of metal bodied dates, and library gage **\$7.50**
26d2. Same, with only a printing die, no dates or gage **6.50**
 Extra dies, either solid or mortised for dates, cost \$1.25 extra.



- 26d4. Lever Dater.** Smaller and cheaper form of 26d1 for dating only. This is our most popular style. All stamps fitted with gage for registering in the small spaces of a borrower's card, and complete set of L. B. dates, ink, etc.
 Price, 26d4 Lever Dater **\$4.00**

26e. Self-Inking Library Dater. These were the first dating stamps with rubber type offered to libraries, and are undoubtedly in use in more of them to-day than any other form. They are durable, simple, and easily cared for, but are not as noiseless as the Lever Stamp. Fitted with gages for stamping in exact spaces, and supplied with complete set of L. B. Dates, for **\$5.00**.

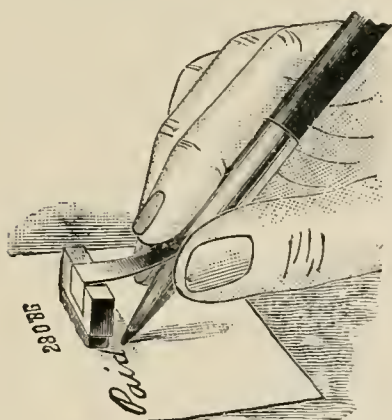


26f. Self-Inkers. Used either for printing or dating. Have great advantages over the platform stamps. May be used on books as well as on cards or single sheets. For a slight extra charge a die with any words wished can be put on any of these daters, so as to stamp at the same time with the dates. Complete with L. B. Dates.

PRICES.

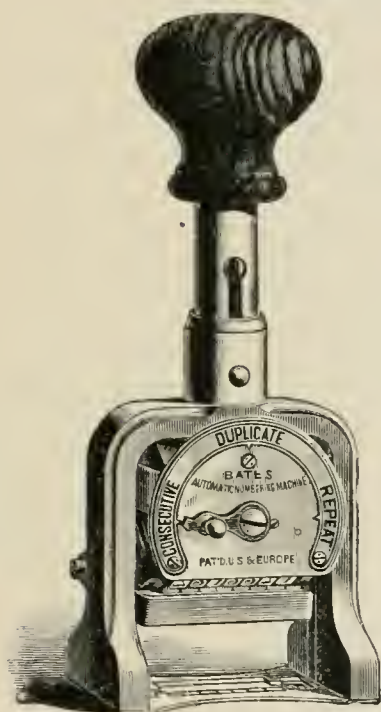
- | | |
|--------------------------|---------------|
| 3 x 3 cm plate | \$3.00 |
| 3 x 5 cm " | 4.00 |

26g. Pad Dater. Hand stamp. Most compact, and admits of dating in inner margin of books, etc. Complete, with dates, pallet, and ink pad, 75c.



26h. Pencil Dater. A movable pad dater attached to a lead pencil; a slight motion of the hand stamps the date much plainer than it can be written, without removing the hand from the pencil. Of great service at the loan desk, where books must be charged rapidly. Devised at the Milwaukee Public Library, and adopted by many others.

Price, dater and L. B. dates, complete, 75c



26i. Automatic Numbering Stamp.

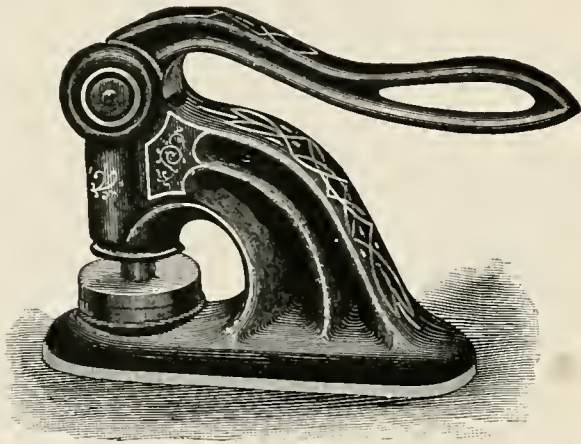
For registering the accession number in books, on cards, etc., and in banks and commercial offices for numbering checks, stock certificates, etc. The figures shift automatically and can be changed from consecutive to duplicate and continuous numbering, by moving the pointer on the dial.

4-wheel, 1-9999	.	\$12.00
5-wheel, 1-99999	.	14.00
6-wheel, 1-999999	.	16.00
7-wheel, 1-9999999	.	18.00

26i3. D. C. Numbering Stamp. For users of the Decimal Classification a special stamp has been made, providing for two decimals ; i. e., for five figures of the classification. Used for printing the class numbers on cards, book-plates, and labels. It has not only proved a genuine labor-saver, but adds uniformity and legibility to the catalog.

Price, 26i3 5-wheel D. C. Stamp **\$25.00**

26j. Book Number Stamp. A three-wheel stamp, made specially for the Cutter notation (see 13b). Two stamps are required, one giving the alphabet A-M, the other N-Z, in combination with the places of figures. Price, three-wheel stamp, **\$20.00**



26m. Embossing Stamp.

Needed to mark the name and place of the library on the title pages and all plates, maps, and inserts not printed on the regular forms, and therefore liable to be removed. If the stamp is properly made it is impossible to iron out its impression so that it cannot be detected if the sheet is

held up to the light and the broken fibres examined. A rubber stamp used to mark titles and plates is apt to stain, blot, or offset ; or, if an ink that acts like a paint instead of a dye is used, after many years it can be removed with an ordinary eraser. Safety and appearance both require the raised letters of the seal press. We recommend plain gothic letters for name and location of library, avoiding fancy types and border lines. (See *Library Notes*, p. 27, vol. 1.) Price, **\$4.50**.

26n2. Gelatine Stamp Pad. This is gelatinized ink, in a tin box with cover, and has one layer of thin fabric drawn over its surface. This is constantly kept moist with ink by absorption from the elastic cake, so that it is always ready to properly ink the face of a rubber stamp. In red, violet, blue, green, and black.

Price, $2\frac{1}{4} \times 3\frac{1}{2}$ in., 30c. ; $2\frac{3}{4} \times 4\frac{1}{2}$ in., 40c. ; $3\frac{1}{2} \times 6$ in., 60c.

26n3. Stamp Ink. For use in self-inking rubber stamps, and for re-inking. $\frac{1}{2}$ -oz. bottle, 15c. ; 1 oz., 25c. ; 2 oz., 40c.

The metal letters of the numbering machines require a special ink, which we furnish at 30c. per bottle.

We have every facility for furnishing any pattern of rubber or metal stamp, and in any form now made.

26 P. L. B. Perforating Stamp. Used in place of the embossing stamp. It makes an absolutely indelible mark by perforating the leaf. Avoids increasing the thickness of the book or marring the surface of a plate or drawing. Endorsed by the most important libraries of the country. Price, \$25.00.



WHAT USERS SAY.

Buffalo Public Library.— I believe perforation to be the best and safest marking, and your machine does the work well.— H. L. ELMENDORF, *Superintendent*.

Boston Public Library.— The library perforator is a safe and convenient means of declaring ownership, and an improvement over the ink plate formerly used.— HERBERT PUTNAM, *Librarian*.

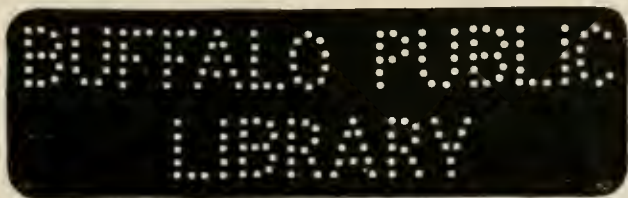
St. Louis Public Library.— We consider it a useful safeguard for library books.— F. M. CRUNDEN, *Librarian*.

New York City, Columbia University.— They seem to be the most efficient means now available for marking library books as the property of the library.— GEO. H. BAKER, *Librarian*.

Chicago, University of Chicago.— It is the quickest, most durable, and accurate machine for marking ownership with which I am acquainted.— ZELLA ALLEN DIXON, *Librarian*.

Pittsburg, Carnegie Library.— Previously we had used an embossed stamp, but find the perforator better adapted to our needs.— E. H. ANDERSON, *Librarian*.

San Francisco Free Public Library.— Secures permanence without objectionable disfigurement.— GEO. T. CLARK, *Librarian*.



Book Supports.

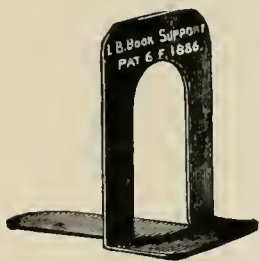
Every library learns by sad experience how important a factor they are in preserving bindings, keeping the shelves sightly, and books upright. Every bookowner has trouble from books dropping over on their sides or tipping part way. Many modern books have covers so thin that they are little better than flexible leather or stiff paper, and unless braced they "squash down" as does an unsupported pamphlet. Every binder is largely indebted to the carelessness of bookowners in this respect. Books half tipped over soon have the threads broken, the binding is ruined, and must be replaced. If the threads are strong, the book may stand the strain, but become so warped that it can never be straightened. To avoid these evils, scores of devices have been made, tried, and rejected as not worthy adoption; unsatisfactory in working, unsightly on shelves, taking up room needed for books, heavy, bulky, clumsy, with springs constantly getting out of order, adapted to only one use or to only one thickness of shelf, and too expensive for wide use. The want has led to many efforts to supply it.

Our first book braces, copied from the Boston Public Library, were cubes of wood about 15 cm on each edge, and cut thru diagonally. These took much room, and were easily moved from lack of weight. After these came the pressed brick, covered with paper. This took less room and held the books better; but they were dropped and broken, or broke something else, including the toes of attendants, were clumsy on shelves and off, and would not hold up tall books. Some to this day use these bricks, and say that the space taken is not a strong objection, because if there is space on the shelf it makes no difference, and if there is no space, then the brace is unnecessary. They forget that when the shelf is filled the brick must be taken out and put *somewhere* to store it, and that two books will go anywhere that one brick can be put.

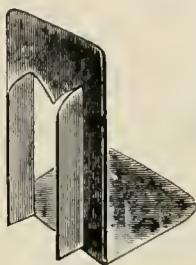
After successive experiments the supports now recommended by the Bureau were devised, and not only have to a very large extent replaced the crude forms in use, but in these improved patterns have been found such an economy as greatly to increase the general use of supports.

The three candidates for favor—the L. B., Crocker, and Buffalo—have individual merits, not common to all. For 8° volumes, the L. B. has the widest use, while for folios the Crocker will be found most effective. The Buffalo support's principle of action is much the same as the L. B., and has the advantage of not disappearing among the books, but the disadvantage of taking more space on a full shelf, of compelling the shelves to be grooved specially, and cannot be used to support books on counters and tables, as can the L. B. Each library will do well to test the different kinds for themselves. The Bureau offers sample lots for a month's trial.

28a. Old L. B. book support. This is the first of this form invented, and has been more widely used than all others combined. It takes no space on the shelves, an advantage, but has the disadvantage of not supporting tall books as well as 28b, which finds strength in the outward projection. It is preferable for table use.



Price, **10c.** each; **90c.** for ten; **\$7.50** per 100; **\$60.00** per 1000.



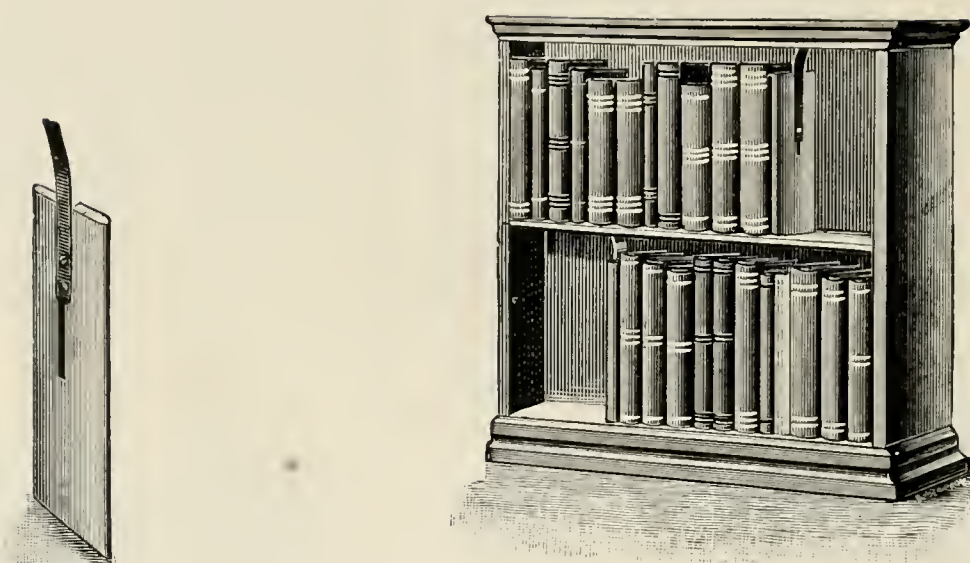
28b. New L. B. book support. A new and improved form of the L. B. the first satisfactory support devised. It serves not only for books on the shelves, but, two supports make a perfect temporary shelf on table, floor, or ledge—indeed, anywhere, of any desired length. This quality makes it the best support for office and home use; supplying a want often felt in every room where books are kept or handled.

Description. A single piece of light but strong metal is bent into a rectangular shape, thus forming a base plate and an upright. From the material composing the upright are formed two braces which are bent outwardly and at right angles to the upright itself. These projections brace the upright against lateral displacement and prevent it from being bent out of shape by the weight of heavy books, or crawling away from the books. The support cannot be hidden between books as in the old form and hence books cannot be pushed on the edge of an unseen support and so injured. It will support books of any size from the smallest to the largest.

Two distinct uses. Singly, the best known device to keep books upright on shelves. In pairs, the best adjustable shelf. Each support makes a firm end for the column of books between them.

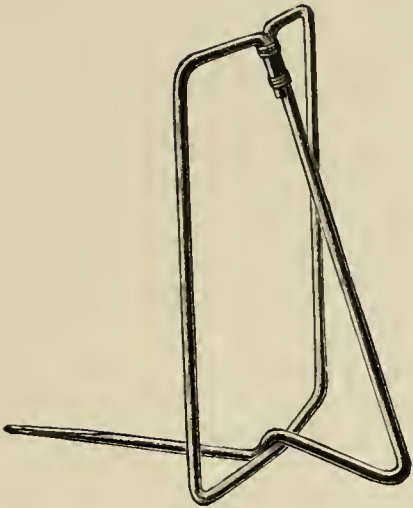
Sample 100 sent on trial to any library, subject to return if not fully satisfactory.

Price, **12c.** each. **\$1.00** for 10. **\$9.00** for 100. **\$75.00** for 1000.



28c. Crocker Book Brace. The Crocker Library Book Brace is a plate of wood 8 cm wide, 1 cm thick, and 17 or 26 cm long, of beech, with edges rounded and surfaces nicely finished, so that nothing can injure the finest binding. A fine steel spring, attached by screws and nuts in a slot, is adjusted so that the length from tip of spring to foot of brace is just *one-half inch* more than the space between shelves where it is to be used. The foot of the brace is placed against the books with the spring outward. On raising it to a vertical position, the tips of the spring engage the under side of the shelf above, effectually preventing any forward thrust of the books. The spring is slightly curved, so that it is placed in position with perfect ease, allows the books to be removed in front of it without resistance, and can be moved toward the books to fill any spaces with the ease of an ordinary book. It holds the books firmly at the top, where a small force is so much more effective than a large one nearer the bottom, and supports with rigid resistance any column of books, even the tallest folio as firmly as it does an octavo, a thing impossible with any other brace on the market.

Prices for O and Q sizes, **15** cents each; **\$1.35** for **10**; **\$12.00** for **100**. Extra long for folios over 35 cm (14 in.) high, **18** cents. For 40 cm (16 in.) or 50 cm (20 in), **20** cents each.



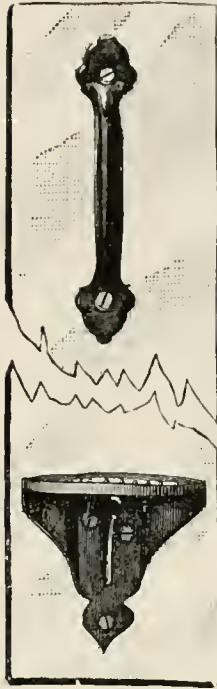
28e. Buffalo Book Brace. Devised by J. N. Larned, Supt. of the Buffalo Library, Buffalo, N. Y. This support aims to avoid any possibility of turning on the shelf, sliding to the back, or disappearing between the books, by carrying a tongue under the books in a groove running the length of all the shelves. This is the latest candidate for favor, and, so far as it has been adopted, is highly commended.

Price, 28e Buffalo Book Brace, 15c. each; \$1.35 for 10; \$12 per 100.

28d. Wood Dummies. For indicating the locality of a book kept elsewhere than in its regular place. The label below is pasted on the side of a thin board, $12\frac{1}{2} \times 20 \times \frac{1}{2}$ cm ($5 \times 8 \times \frac{1}{4}$ in.), and when filled out gives the description of the book, and forms a permanent record of its actual location. The reason for its removal is shown by underlining on the slip the printed sentence which applies in the particular case. Price, \$5.00 per 100.

Class	Book	Vols.	Size	Will be found
Author.....				
Title.....				
<p>For the convenience of those consulting the shelves, this wood dummy represents a book not here, because:</p> <p>Too large for the regular shelves.</p> <p>Transferred to Reference Shelves.</p> <p>Costly or rare. Removed for safekeeping.</p> <p>Missing and not yet replaced.</p>				

29a. Bracket Step and Handle. Instead of noisy, heavy, inconvenient, and often dangerous step-ladders, stools, etc., which are always under foot when not wanted and in the farthest corner when needed, our device is always in place, strong, efficient, cheap, noiseless, and never in the way. The Bracket Step is screwed firmly to the upright between shelves as high as needed to reach the top shelf, if not too high for a single step; i. e. 30 to 50 cm (12 to 20 in.) from floor. The handle is screwed above at full reach when standing on the floor. For very high shelves a second Step and Handle may be put above the first so to rise two steps. In use, the hand grasping the handle above and the foot on the step, the body is easily and safely raised so to reach 20 inches higher than from the floor. Ladies use them as readily as men. There is no exposure, and little strength is required. One hand is free to get or replace books, and the other balances the body and allows of reaching a shelf length either way. Beside its regular use for reaching books it is often invaluable where a door or window bolt, a gas jet, ventilator, or anything out of reach requires frequent adjustment.



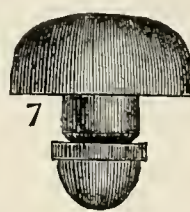
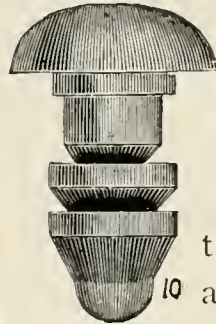
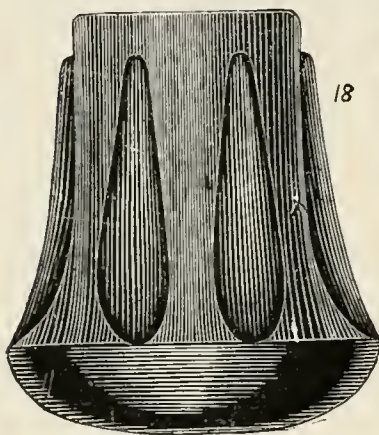
29a1. Step, Handle, and strong screws complete, iron, japanned, **20c.**

29a2. Iron, gold bronzed **25c.**

Discount on 20, 10 per cent; on 100, 20 per cent.

For other devices for reaching high shelves, see folding steps No. 79

29c. Rubber Chair Tips. Indispensable in public reading-rooms.



A strong rubber tip or shoe, to fit the various sizes of chair legs, makes them noiseless, pleasanter

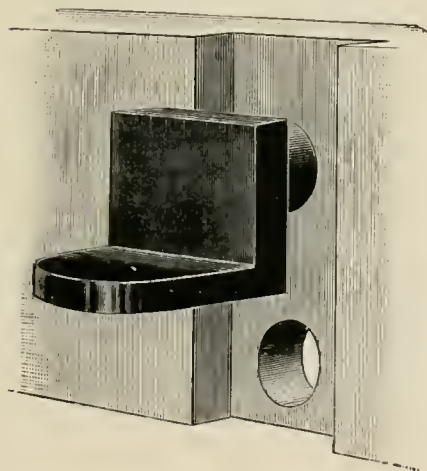
to sit in because of the elasticity, and more durable because so much of the jar and strain is avoided by the rubber cushion. Once used no library will be without them. Most reading-rooms use No. 10

tip. A hole is bored in the chair leg and the solid tip inserted, instead of using the cap over the end.

Outside tips, 10c. Inside, 5c. each. \$4.00 per 100. Special bit for boring chair legs, for \$1.00.

29s1. Cole Size Card. A simple size card for quick and accurate sizing. Parallel lines drawn at the proper distances, i. e. 10, 12½, 15, 17½, 20, 25, etc., cm, from the bottom indicate the outside limits of the height of each size in the symbols Te Tt T S D O, etc. From the lower left-hand corner, three diagonal lines are drawn, which run at a uniform proportion from the edge of the card, and designate with mathematical accuracy the shapes of the books by the proper prefixes *nar*, *sq*, or *ob*. Place the left-hand edge of the card between the cover and the fly-leaves on a line with the bottom of the cover, which serves as an automatic guide to hold it in exact position, and the size and shape appear at once in the card above and at the right of the corner. The card is one of the most useful time-saving devices yet made for catalogers. Price, 25c. each.

29s2. Size Rule. A 30 cm boxwood metric rule on which are stamped the sizes of books as decided upon by a committee of the A. L. A. The size is given in both the new symbol, Q, O, D, S, and the corresponding fold designation, 4°, 8°, 12°, 16°. Price, 20c. each.



29x. Revolving Shelf Pin. The ordinary metal pin has the round part which fits in the hole in the upright and the flat part on which the shelf rests. In our pin the parts are connected by a piece standing at right angles to the first, thus allowing an adjustment to two heights, without removing the pin from the hole.

We have made many thousands of these for libraries, and they have been found a perfectly satisfactory shelf support. Used by the public libraries at Salem, Mass., Concord, Mass., Grand Rapids, Mich., Howard Memorial Library, New Orleans, La., New York State Library, Albany, and many others. We commend it as the most satisfactory low-priced shelf support made. Our own manufacture.

Price per 10, 15c.; per 100, \$1.25.

29z. Table Fastener. An oblong piece of iron, for securely fastening the legs of the table to the floor, 2 mm thick, 5 cm long, and 2 cm wide. One-half the length is mortised into the table leg, and the remaining part screwed to the floor. This secures the table firmly. At least two are required—four are better—for each table. Price, 15c. per 10.



29u. L. B. Shelf Label Holder. After some years' experiment with a great variety of devices, we have perfected in material, size, angles, and clinging power a Label Holder for movable use on the shelves. A thin plate of heavy tin, neatly japanned, is cut by dies made for this special use, and so bent as to fit snugly the front edge, binding tightly upon the top and bottom of the shelf. On three sides of the front a narrow flange is turned up, so that a bristol card may be readily inserted, removed, or reversed. The plate, being perfectly flat, clings closely to the wood and holds its place. This holder is slipped under the first books on each topic, and, as the subject grows, is slid along, always marking the beginning. In the relative location now coming into general use, these Holders are almost indispensable. Labels nailed or screwed on the shelves are troublesome to move, disfigure the shelves, and do not mark accurately the beginning and ending of specific subjects. They are also largely used in stores for marking piles of paper, books, packages, etc., their application being almost unlimited. We also furnish a large variety of labels, printed on fine bristol board, fitting the Holders; e. g. the subject numbers and headings of the DECIMAL CLASSIFICATION, titles of the leading periodicals, and any label wanted in libraries. (See No. 37 L. B. Catalog.) The Holders are of two sizes, thus providing for both generic and specific labels, the large Holders showing the main divisions, while the small ones show the beginning of each section or subsection; e. g. 336 Finance could be printed in large type on the large label, while 336.2 Taxation could be in smaller type and on the small label.

PRICES

29u L. B. Shelf Label Holder, labels $12\frac{1}{2} \times 2$ cm, . . .	10c. each, \$7.50 per 100.
29v " " " labels 5×2 cm, . . .	10c. each, \$7.50 per 100.
Blank cards accurately fitting the Holders, either size, per 100, . . .	10 cents.

In ordering, the exact thickness of shelf must be given. Samples sent on application to Library Bureau.

[Reprinted from v. 2, *Library Notes*.]

A. L. A. Standard Accession-book.

First of all records to be filled, and by no means last in importance, is the book of accessions, the history of the growth of the library. To this the librarian turns for final reference in doubtful cases. Here is the complete story of each volume, fully told, but in the most compact form. It is the official indicator for the whole collection. Each line is a separate pigeonhole, in which, if not exactly the book, all the condensed facts about the book are placed. Thence they are never removed; they are not stolen, or loaned, or condemned, or withdrawn, or sent to the binder, or lost. The card is never misplaced, the entry does not mysteriously disappear, a new edition never supersedes. Once written, "it is enough," till the paper grows thin with wear and the binding crumbles with age or the ink-lines entirely fade out of ken. He may turn to his book of accessions to learn *what*, and *where*, and *when*, and *whence*, and *how much*, and feel sure of his answer. A well-made accession-book has an element of mathematical exactness unknown to any other catalog. It is the *editio princeps*.

Every volume has a line, and the book is thus an indicator for the entire collection. By this complete, unchangeable record the additions for every day, week, month, and year are shown at a glance; also the total number of volumes which the library has had; and its present number by subtracting the total withdrawn and lost. This book is the most permanent of library records. There is no danger of losing or misplacing entries, as sometimes happens in card catalogs, nor of being compelled to rewrite them, as often happens in the shelf list.

The name catalog should not be applied to the accession-book or to the shelf list, but is restricted to the author, title, and subject catalogs, made primarily for the use of readers, while these are chiefly for official use. Commonly "accession" is used also as an active verb. Some object to this, and prefer entry-book and "to enter;" or record-book and "to record" or register and "to enter." "To register" confuses with the registration of readers. Additions or addition-book and "to add" is perhaps best, as entry on this record is technically the only way to "add" a book.

For this essential book many forms have been used, but the best feat-

ures of all were finally combined in the A. L. A. Model, made by a committee of experts who compared thoroughly all the various forms collected, made and tested samples, and finally agreed on all the details of materials, ruling, printing, and binding.

The double page is divided by double lines into three groups. First on the left, after the date of addition, are the three numbers assigned by each library; viz., accession, class or shelf, and book, followed by the volume number. Next come author, title, and imprint entries, which belong alike to every book of the edition regardless of any library. Lastly come the notes of binding, source, cost, changes, loss, re-binding, sale, etc., this third group like the first pertaining solely to this copy and library: or in brief, the line is filled with the title, preceded by the special library numbers, and followed by the special library notes.

The desirability of the location number in the accession-book has never been questioned, but the frequent changes in that number as ordinarily used made its use impracticable. The best managed libraries now assign permanent numbers to their books, so that they may be called for from the oldest edition of the catalog as readily as from the latest. With such a system it is a great convenience to refer directly to the shelf where the book may be found without consulting intermediate catalogs, also to glance down the column of numbers and see in what proportion the various departments, as indicated by those numbers, are receiving additions. The decision of the A. L. A. Committee was unanimous in favor of these columns, for it is believed that every library will sooner or later adopt a relative location and so need them.

The old arrangement had the *volume column* with the other imprint entries on the second page. Here, the volume immediately precedes the author column, and at the first glance it is apparent what the entry is; *c. g.*, v. 47, Harper's Magazine, is vastly more convenient than to follow across an entire page to the former place of the volume, with the attendant danger, both in entering and consulting, of getting on the line above or below, and thus making serious blunders. Practical use will convince those doubtful of the utility of the change. A still stronger reason is, that the volume-number is an essential part of the call-number or press-mark by which the book is found, and it is inconvenient to have the first part of this number at the beginning of the long line of entries, and the last part at the other end.

The colored lines help the eye in passing across the page, following one or two above or below, and thus avoiding the danger of getting off the line in crossing the fold.

31a. A. L. A. Standard Accession Book. Size, 35 x 30 cm (14 x 12 in.). Paper is the best ledger obtainable; ruling and printing the highest grade of work. The binding is the *best*, broad vellum bands, extra strong sewing, selected leather, gold fillets, etc., and extra durable patent back. To match sets, any other style bound promptly to order from sheets. Morocco has proved so much more durable that we catalog and recommend only that binding.

All these books have prefixed a descriptive and explanatory preface, with a full code of detailed rules for entering all kinds of books, maps, works of art, etc.

PRICES.

31a 1.	2,000 lines, half turkey morocco, with rules	\$3.75
31a 2.	5,000 " " " " " "	8.00
31a 3.	10,000 " " " " " "	13.00
31a 4.	1,000 " press-board covers " "	1.25
31a 5.	Unbound sheets, per 1,000 lines	1.00

Both A. L. A. Standard and the Condensed Accession Book are half numbered, that is with the units and tens printed consecutively thruout the book, without charge. Complete figures are obtained by prefixing the 100s and 1,000s, in ink or by numbering machine, at every fifth or tenth line, which are heavy guide lines across the double page. These can be read quicker than complete consecutive numbers, as the eye catches the prefixed figures and reads the remaining 2 at a glance.

We complete these numbers at 30c. per 1,000; i. e. it adds \$1.50 to the cost of a 5,000-line book to have the numbers 1-5,000 or 5,001-10,000 printed in, but it saves more than this in looks and legibility. This is one half the cost of full numbering, and vastly easier to read. No charge for lettering the name of the library on the binding.

Steel ledger clip for opening at exact place, saving much

wear from handling	\$.50
Box-wood A. L. A. Size Rule (see 29s2 L. B. Catalog)	.20
Cole Size Card, (see 29s1 L. B. Catalog)	.25
Heavy slip covers, fitted to any size, duck	1.25
" " " " leather	3.00

31b. Condensed Accession Book. Intended for use in private libraries, where it was found desirable to keep some record of the growth, source, and cost of the collection; it has grown into quite a formidable rival of the A. L. A. Standard among public libraries. The headings are given as on the larger book, but as the

page is narrower, the columns are narrower, hence the term condensed. The numbers are printed 25 on a page in series of 100, at the same cost as in A. L. A. Standard, printed with the last two figures without charge. The book is uniform in size and binding with the L. B. BINDING BOOK and ORDER BOOK, the page being 20x25 cm (8x10 in.). The paper and binding are of the same quality as in the A. L. A. Accession Book.

31b 1.	2,000 lines, half turkey morocco, with rules, etc.,	\$3.00
31b 2.	5,000 " " " " "	5.00
31b 4.	1,000 " press-board covers, " "	1.00
31b 5.	Unbound sheets, per 100 lines06

Shelf List.

Its importance and usefulness are illustrated by the following excerpts from an editorial in vol. 1, *Library Notes*:—

“Once each year the librarian reads the shelves with this list. As the two correspond, he has only to look at the book number and number of volumes, and identify each in its place on the shelves, or if any are missing, to record them. From this missing list he crosses those found to be properly charged or at the binders or satisfactorily accounted for, and the remainder is the annual list of books missing. By prompt attention it is often practicable to recover missing books, and no competent and faithful librarian will fail to have a careful inventory of the property committed to his charge made in this way each year. The objection to the ordinary blank book for this list is the impossibility of foretelling how rapidly subjects will be filled and the consequent certainty that, however carefully the pages may be assigned to the various subjects, the scheme will by and by break down and necessitate recopying the entire work. With the laced shelf sheets, whenever any page is filled a blank sheet is inserted, the proper order is perfectly maintained, and recopying is avoided. If, as often happens, in the constant handling of the list during the inventory, a sheet is torn or soiled, that single sheet can be replaced with a fresh one with trifling labor. The shelf list thus combines the advantages of the book and card forms, being kept in perfect order and capable of expansion and replacement quickly and cheaply as need may arise, and yet being handled and turned through the fingers as readily as an ordinary book. . . . As the great majority of libraries are arranged with more or less minuteness according to subjects, in the same proportion the shelf list is practically a subject catalog in book form and in practice is constantly referred to by those who have access to it. While its real purpose is

for inventory, it is hardly less important in many cases as a guide to subjects; and, if one chooses to insert cross references and notes in a different colored ink, it can be made an admirable help to readers wherever books are closely classified by any of the relative systems."

31i. Shelf List. This is a brief inventory of everything on the library shelves, and is simply indispensable. It is the guide in all examinations, serves to keep books in proper place, shows any absences, and is a check on theft as well as misplacement.

As the books are shelved by subjects, the Shelf List is a brief Subject Catalog, and in use is found of the *greatest practical value*. While it may be made in various forms and sizes, that recommended by the Am. Library Association has been found most convenient, and is largely taking the place of other forms. It is 20 x 25 cm (8 x 10 in.), ruled with a double head line and 25 cross lines, so that each sheet holds on the two pages 50 books. Columns are ruled for Book No. (2 cm), Accession No. (3 cm), Vol. No. (1 cm), Author (4 cm), and brief title (9 cm), with 1 cm margin for binding.

As the Shelf List is in all systems most liable to be altered or worn out, it is very undesirable to bind it in the usual way; and the Shelf Binder has proved a useful invention for binding quickly, strongly, and yet so that any needed changes can be easily made. The sheets are all perforated exactly alike by machinery, and thru these holes the binding cord or flexible steel is passed. The volume may contain from 1 to 200 sheets, is as strong and convenient as an ordinary book, and yet in a moment any sheet may be removed or a new one inserted without injury. The great practical convenience of this system of perforated sheets and shelf binders has led to its wide adoption for a great many other uses. We now make in various sizes, rulings, and qualities for many other purposes. For the Shelf List proper, however, the standard 20 x 25 cm size is so much used that it only is kept in full stock ready ruled and printed with the proper heads.

These sheets, 20 x 25 cm (8 x 10 in.), are ruled from the best linen ledger paper (1125, see No. 53), and punched with two holes, 15 cm apart, to fit the Shelf List Binder, and with printed headings are 75c. per 100; 60c. per 100 without. Special Binder, \$1.10.

To match old style of binders or any variation from this standard punching or ruling, send sample sheet with order.

Shelf List Binders. The C. S., Emerson, Universal and Spring-back are made in an extra strong and durable binder to fit and specially for, these sheets.

The C. S. and Spring-back (the latter binds without perforating) have the largest use for this special purpose.

Price, any style of binder named above, \$1.10 each.

31j. New York Shelf List. The only objection to the Standard A. L. A. Shelf List is that in close classification, either so many sheets must be used as to make the Shelf List bulky, or, if more than one subject is put on the same sheet, it sooner or later fills up, and has to be recopied. This has led to the adoption by the New York State Library, whose director was the original deviser of the standard sheet, which has come into such extensive use, of what we call the New York Shelf Sheet. This gives a line 25 cm instead of 20 cm long, with extra space for author, title, and numbers; but the other way, instead of 25 cm it is only 10. These sheets laced into binder make a Shelf List like a pocket check book. It handles easily, and the sheets, being so small, one can be afforded for every topic, even in the closest classification, thus avoiding needless recopying. This form was unanimously adopted by the Faculty of the Library School, as best for the New York State Library, where books are closely classed on the shelves. Price, per 100 sheets, linen ledger paper 25 x 10 cm, ruled, printed, and punched, 50c.

Special one-half morocco binder, to fit in the C. S. style or Spring-back, 90c.

32l. Shelf list cards. By using cards the entries of new books added can be inserted in the exact place, and recopying is no longer necessary. 32l cards in white or colors are the *most desirable* in size and weight. Price, \$1.60 per 1,000.

31r. Day and Serial Blanks. The Day Blank is ruled and printed to give a blank space for every day in the year. The months are printed at the top of the columns, and the days at the left, with lines at side and bottom for footings and notes. Ruled and printed on both sides and punched for the L. B. Shelf Binder. Another style is printed with columns for half yearly and yearly summaries. The Serial Blank has columns and headings for title, list price, cost, date of order, and from whom. This used with Day Blanks on either side makes a record for 64 serials for two years. The Day Blank is much used for statistics, etc.

Price per ten for either day or serial blanks: ledger paper, 25c.; by the 100, 20 per cent. discount.

L. B. Order Books, Sheets and Slips. [See No. 35u and 35v for description and prices of Slips and Sheets.] These have been perfected with great care, and together make an ideal order system. Each of the three parts is used largely by itself, and in combination, for various purposes. The most approved plan is to use the Slips for recommendation blanks, to submit these to the committee, and to copy in the Order Book those voted, and then to arrange these with the

other unfilled orders in the alphabetical Order Index. When an order is to be sent, the List in the Order Book is copied on an Order Sheet which is an exact duplicate in size, headings, numbers, etc., and this goes to the agent. All correspondence, reports, bills, etc., fully identify the exact item by simply giving the consecutive number which is on Slip, Book, Sheet, and, when they come, on book and bill. The Index shows at a glance if any book is ordered. The Book preserves, without danger of loss or disarrangement, the complete list in chronological order. The file of slips of books received tells price, date, agent, person recommending, etc.; in short, in practice this system is found to answer all the questions in the cheapest and most direct way. Samples of Slips and Sheet will be sent libraries wishing to consider the adoption of the system.

31u. L. B. Order Book. An essential part of the order system. In best Turkey morocco binding, linen ledger paper, and corresponds in quality and rulings to the condensed Accession Book (see No. 31b). It has special columns and printed headings for Order No., Author, Title, Place, Publisher, Year, Vol., Size, Binding, Agent or Book-seller, List-price, Net-price, Date Rec'd, Date Ordered, Remarks, etc. It is so arranged as to record with the least labor all the items about each book bo't, and becomes one of the most important record books in the library. See Order Slip and Sheet No. 35u and 35v. Printed with "half numbers" on each line free; fully numbered, 30c. per 1,000 lines extra.

PRICE

31u1.	2,000 lines, ½ Turkey morocco binding	\$2.50
31u2.	5,000 " " " " " "	4.50

31v. Register of borrowers. Uniform with Order and Binding Books, ruled and printed with headings for no., name, and residence, and half printed numbers at the left-hand margin of the 25 lines to each page.

For recording borrowers' names and assigning them numbers in accession order, which numbers are used on borrowers' cards and in charging loans. **31v1**, 1,000 line register, ½ russia, \$1.75. **31v2**, 2,000 line register, ½ morocco, \$2.50.

31x. Binding Book. For recording in consecutive order the volumes sent to the bindery, and assigning the binding number. This order to the binder is made on an L. B. Binding Slip (see 35x) for each volume, and is a copy of the one-line entry in this book. Made on linen ledger paper, with special rulings and headings for Binding

No., Lettering, Material, Color, Size, Vols., Price, Total Price, Library No., Date sent, Date returned, Binder, and Remarks.

31x1.	1,000 line, press board covers	\$.75
31x2.	2,000 " ½ Turkey morocco	2.50
31x3.	5,000 " " " "	4.50

Sole makers, Library Bureau, 530 Atlantic Ave., Boston.

32 and 33. Catalog Cards. The importance of having these of good material to withstand wear and give the best possible surface for writing and erasure, and the still greater necessity that they be made with the utmost nicety, is explained in their description under Card Index Outfits. (No. 22, p. 34 to 38.) We cannot urge these points too strongly, even tho an inferior stock be used for cards not often consulted.

If cheaper cards are wanted, there is the same reason for buying of the Bureau as in the higher grades. All of our cards, of whatever grade, have the same exactness in ruling, cutting, and punching. This result can only be obtained by methods and machinery devised by us for this special purpose.

No. 22 describes only standard cards suited for outfits. Here under their individual catalog numbers are other grades and forms for which we have found need during 15 years. Any other size of ruling or printing will be made to order. Samples on application.

d. A good writing paper used mostly for printers' copy or temporary indexes. Not strong enough for permanent use, nor thick enough to be consulted easily.

h. The heavy linen ledger used for library blanks and books. Much used in private lists, or where economy of space is necessary. An excellent surface for writing, but too thin for quick handling. Made in white only.

Price, per 1,000

	d	h
No. 32, 5 x 12½ cm. (2 x 5 in.), ruled and punched	\$.75	\$.90
No. 33, 7½ x 12½ cm. (3 x 5 in.), " " "	1.00	1.25

Same, unruled and unpunched

	d	h		d	h
No. 32,	.45	.70	No. 33,	.60	.90

See p. 32 to 36 for description and list of L. B. Standard Cards in connection with Card Index Outfits, instead of here in the numerical order of catalog.

Beside the standard cards cataloged above, we have forms for special uses, as shown in the Library School Card Catalog Rules. They are a material aid in quick reference to desired matter in the library catalog, indicating, both by printing and color of card, the nature of the entry. We commend these to all seeking the most useful catalogs. Rules for sample cards illustrating their use are in the Library School Catalog Rules.

32m1. Biography cross reference cards, printed as below on *green bristol*, matching "1" stock, ruled with standard ruling. Price, \$2.25 per 1,000.

	For valuable matter bearing on this subject see Biography of	
Among other Call number	lives	note specially:— Life of By

33m1. Same as 32m1, 33 size. \$3.00 per 1,000.

32m2. Criticism card. Printed on "1" buff, with heading, "For criticism of." Price, \$2.25 per 1,000.

33m2. Same on the larger card, \$3.00.

32m3. Biography card. With heading printed on *green bristol*, "For biography of." Price, \$2.25 per 1,000.

33m3. Same as 32m3 on the larger card. Price, \$3.00 per 1,000.

32m4. Bibliography card. Printed on "1" *blue*, "For bibliography of." Price, \$2.25 per 1,000.

33m4. Same as 32m3 in the larger size. Price, \$3.00 per 1,000.

All the above cards are ruled and punched. Samples sent on application.

33m5. Arrangement cards are cut 8 cm wide to project $\frac{1}{2}$ cm above the others. Plain white bristol printed with the following note:—

<p>Cards on this subject stand in this order:—</p> <p>Bibliographical (blue cards); Biographical (green); General works (white);</p> <p>Special topics (white); alphabeted by words on top line, in red ink, as follows:—</p>

Price, \$4.00 per 1,000.

33m6. Best books card. As below, printed on plain blue bristol, cut to stand 2 mm. above the others, so the eye recognizes them without turning. \$2.50 per 1,000.

For popular treatises see:—

For scholarly or exhaustive treatises see:—



Revised

33m7. Removal cards. Price, \$4.00 per 1,000.

Cards have been temporarily removed from this place for correction or additions by the catalogers. They will be replaced as soon as done. If needed before, they can be had by applying to

.....

Size, 8 x 12½ cm.



32m7. Same as 33m7 on smaller card. Price, \$3.00 per 1,000.

34a. Charging Cards. See Charging Systems, Catalog No. 25a.

34b. Call Slips. See Charging Systems, Catalog No. 25a.

35u. L. B. Order Slip. An almost necessary companion of the Order Book (see 31u), also the best recommendation blank. Standard 33 size 7½ x 12½ cm, manilla color, blank spaces with printed headings and rulings for all the items of the fullest catalog and all the official library records. Used also by individuals for card catalogs, lists of books to be bought or read, by agents to make offers of special books for sale, etc., etc. One of the greatest helps in keeping records and accounts. Space is allowed for printing the name of the library at the top, a great convenience when slips are sent to the purchasing agent. This costs 50c. per 1,000 extra.

Price, No. 35u L. B. Order Slip, \$2.00 per 1,000. Discount 10 per cent on 5,000, and 20 per cent on 10,000 in one order.

Library No.	Author's surname, followed by given names or initials					WRITE LEGIBLY
Order No.	Title					
Ordered					
Of					
Received	Edition	Place		Publisher		
Cost	Year	No. of Vols.	Size	Total Price	NOT in great need	
Charged to	NOT in haste					
Approved	I recommend the above for the library. Notice of receipt is NOT asked.					
	Signature					
Not now ordered	Address					
Not in library	Fill above fully as possible. Cross out NOT, if notice is wanted, if in great need or special haste. Put a? before items of which you are not sure. Give reasons for recommending ON THE BACK.					

The above is the face of the L. B. Order Slip. On the back the space is left blank for notes, except the fine type below:—

Brief reasons for recommending are specially esteemed. Last or **best edition** is understood if none is specified. At least indicate whether published here or abroad. Give your idea of price, with a ? before it if only an estimate. Do not put dashes or "Don't know" in spaces you cannot fill, but leave for others to fill. **Write legibly.** Careless writing or incorrect or insufficient data may delay or prevent ordering or finding, or may result in getting a **wrong book**. First see whether we have the book. If a **duplicate** is wanted, clearly indicate why needed. If others wish the same book it will increase its claims for **approval** if they add their signatures. Foreign books, ordered from abroad to save 25 per cent duty, arrive in 6 to 8 weeks. "Out of print" books often require much time to find.

Published by LIBRARY BUREAU, 530 Atlantic Ave., Boston.

35z. Sale Duplicate Slip. Like the Order Slip, it gives a blank for every detail. Used in offering duplicates to other libraries, for sale or exchange, insuring a complete statement concerning each book. Samples on application. Price, \$2.00 per 1,000.

35x. L. B. Binding Slips. Standard blue slips 7½ x 12½ cm. On the back the panels of the book are ruled off, and the exact lettering, arranged as wanted, is written or lettered in by the librarian. On the

Binding No.

Volumes

at

Total Price

Color

1. Light Brown

4. Red

8. Dark Green

2. Dark Brown

5. Maroon

91. Light Blue

3. Black

6. Olive

92. Yellow

39. Dark Blue

7. Light Green

93-99. Light Drab

Style

½ Goat

½ Roan

½ Skiver

Size

With outside hights in centimeters.

T

S

D

O

Q

F

F⁴

15

17½

20

25

30

35

40

Follow exactly arrangement of lines,
punctuation, lettering, as on back of this slip,
and general directions as sent in writing.

Published by Library Bureau, 530 Atlantic Ave., Boston.

other side directions are explicitly given by marking circles round the color, leather, size, etc., wanted. Space is given for added special directions below. The price per volume, and total, guard against mistakes, and the number refers to the Binding Book, where, in proper column, all these facts are recorded. This slip projects from each book (or first volume of each set) when sent to the binder, and stays in it till the book is done, so that no workman has any excuse for mistakes, complete directions being before him constantly. This has proved both to librarian and binder a most satisfactory Blank.

Price, No. 35x, L. B.

Binding Slip, 25c. per 100 ; \$2.00 per 1,000. .

35y. L. B. Binding Sheet. These, like the Order Sheets, are the unbound sheets of the Binding Book. (See No. 31x.) For use in sending to the binder instead of the Binding Slips, if preferred, or for the use of individuals who, not caring for a bound book, use the loose sheets instead.

. Price, 35y, Binding Sheets, on ledger paper, per 100, \$2.50.

35v. L. B. order sheet. This is 25 x 40 cm, an exact duplicate of the sheets bound up in the Order Book (31u). Used to forward to the agent exact copies of the Order Book. A sheet partly filled is cut on the line, and the next list sent begins where the last ended. Thus the agent, keeping his Order sheets in a binder or scrap book, has a duplicate Order Book.

Price, No 35w, ledger paper, printed both sides, per 100, \$2.50.

36a-b. Book covers. It is conceded by the majority of lending libraries that the advantages of using covers for books in circulation are not sufficient to compensate for their cost. There are some, particularly among the older libraries, who do not accept this view, but follow the custom established with their library of covering all books circulated out of the building. For these and for the smaller, individual use, we offer the following:—

36a. Adjustable book cover. Made of manilla paper in 4 pieces, ready gummed, which can be adjusted to any book.

Size A fits 18mo to 12mo	\$1.50 per 100
B “ large 8vo	2.00 “
C “ geographies or 4to	3.00 “

36b. One piece cover. Made of strong manilla, self-sealing, and easily adjusted. Can be changed from one book to another of the same size.

Size A fits 32mo to 8vo	\$1.75 per 100
B “ large 8vo	2.25 “
C “ geographies	3.25 “

We also offer plain paper cut in sizes to order. Discount for large quantity.

37a-d. Printed Shelf Labels. These are mainly the headings of the Decimal Classification, printed on small cards, fitting the movable L. B. Shelf Label Holders (No. 29u). The principal topics or main divisions are printed on 2 x 12½ cm cards, the subdivisions on 2 x 5 cm. Four series are offered:—

37a. Set of 100, covering the D. C. “Divisions,” the 10 “classes”
Price, \$2.00 for the set.

37b. The most used headings of the “1,000 sections” of the D. C.,
thus,—

942

HISTORY. Europe.

ENGLAND.

Price for the set, \$10.00.

37c. 520 labels, 2 x 5 cm, covering subdivisions of the 1,000 sections of the D. C., that are often large enough to require marking.

942.02 ENGLAND
NORMAN

Price per set, \$6.00.

37d. Beside the D. C. labels above, we have printed a miscellaneous list of 65, that finds acceptance in every library, whether classed on the decimal system or not. They cover names of all the states and territories, days of the week, and the following : —

Accession.	Card,	Do not Handle,	Private Books,	Reserved.
Bindery,	Classify,	Duplicates,	Revise,	

Price per set, 50c.



37i.

37g.



37j.

37h.

These labels are also put up in book form, perforated — 25 sheets, 12 x 22 cm, 10 a book.

Book of size 37g contains 500 labels.

"	"	"	37h	"	750	"
"	"	"	37i	"	750	"
"	"	"	37j	"	1050	"

Price per book 25c.

37g-j. Gummed Labels. For numbering backs of books with class and book number. These afford the cheapest and most effective means of marking the backs of books, except for a binder to letter direct on the binding. The adhesive quality of these labels is the best known. Printed with red border, or perfectly plain.

Put up in cartons of 12 small boxes, 75c. per carton, 10c. per small box. In bulk, 5,000 in a box, price :

37g, \$2.50 per box.	37i, \$2.00 per box.
37h, 2.25 " "	37j, 1.75 " "





38a. Brass Letters and Numbers.

Used in marking sections, cases, alcoves, localities in a room, etc., thus greatly facilitating reference to place. Handsomely finished in polished lacquered brass, the edges beveled and finished like face instead of rough edge, as usually made. On the wall they retain an ornamental appearance, quite different from the soiled, botchy look that printed or painted numbers rapidly assume. A discount of 20 per cent. is allowed on 20 or more.

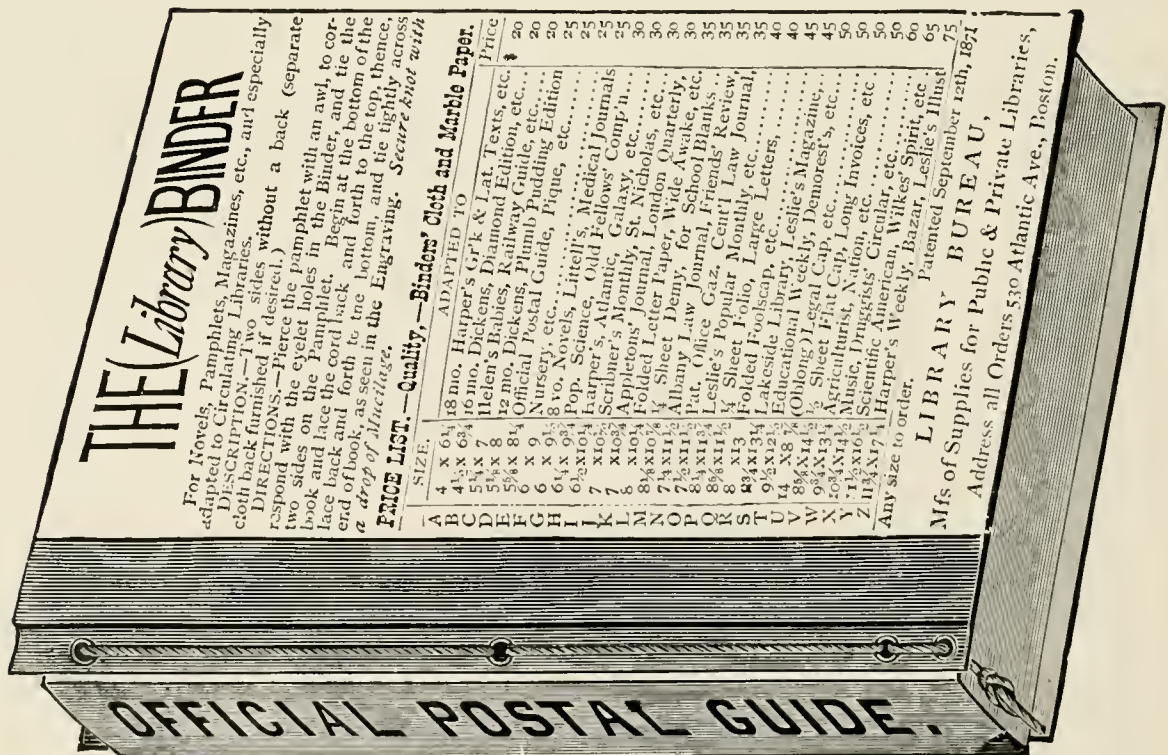
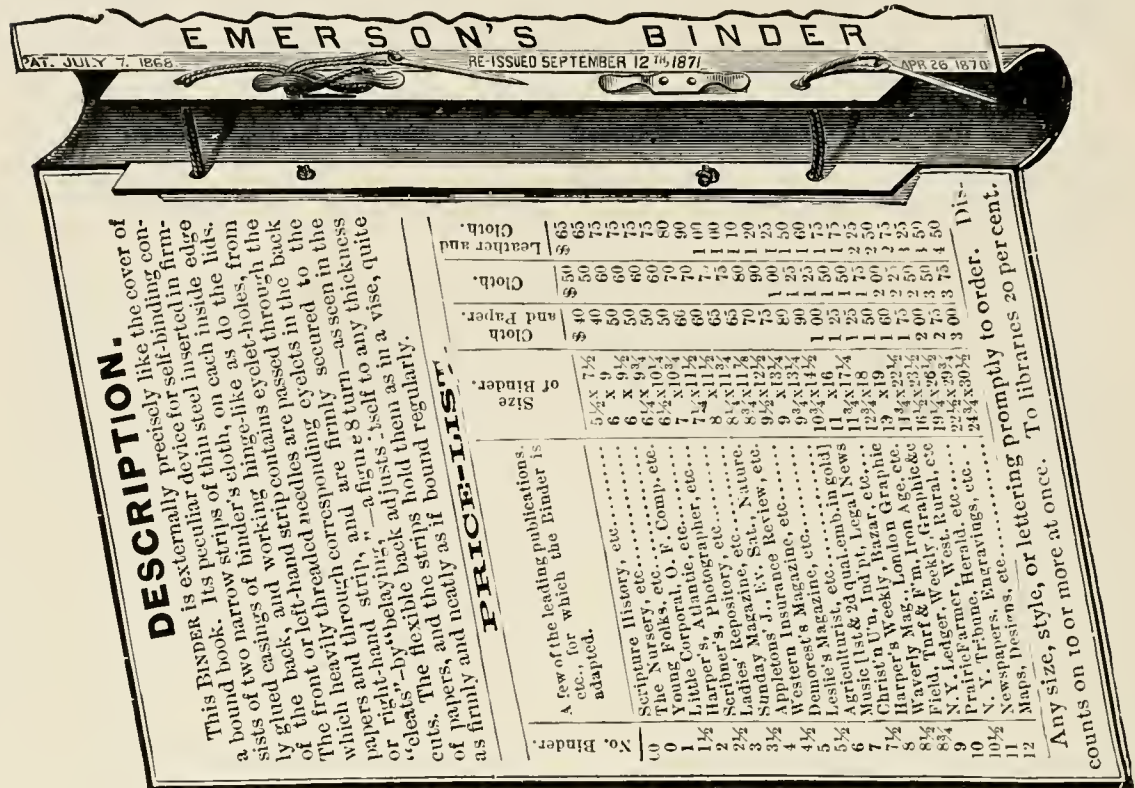


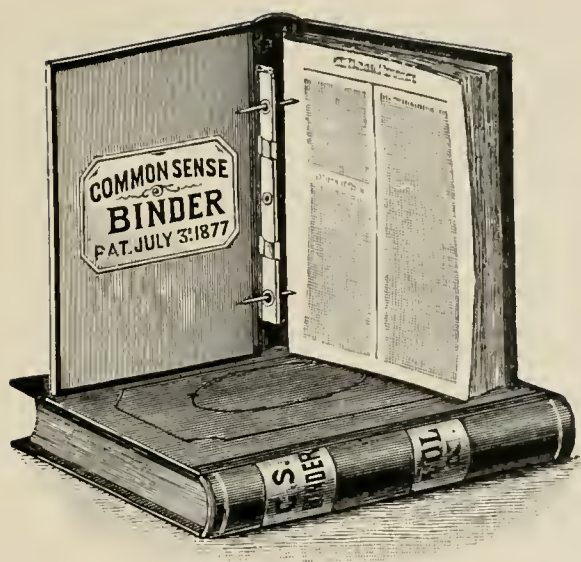
$1\frac{1}{2}$ cm ($\frac{1}{2}$ in.) in hight,	8c. each.	4 cm ($1\frac{1}{2}$ in.) in hight,	15c. each.	$7\frac{1}{2}$ cm (3 in.) in hight,	35c. each.
$2\frac{1}{2}$ " (1 in.)	10c. "	5 " (2 in.)	25c. "	10 " (4 in.)	40c. "

39a. Adhesive Paper. For mending torn leaves, bank bills, engravings, maps, letters, manuscripts, or strengthening weak places or wrinkles in paper. It is transparent, so that print can easily be read through it. Price, per package of 24 sheets, $3\frac{1}{2} \times 6\frac{1}{4}$ in., \$1.00; per 10 sheets, 9×14 in., \$1.00; 14×18 in., \$1.75; 19×29 in., \$3.00.

39b. Adhesive Cloth. For repairing backs of books and covers, worn music, etc. Price, \$1.50 per square yard.

39c1. The Acme Pocket. See Charging Systems, Cat. No. 25a.
39c2. C. C. Pocket. See Charging Systems, Cat. No. 25a.





42a. Common Sense Binder. This candidate for first place has made friends wherever tried, and grown into very large use with unexampled rapidity. After long experience we commend it highly. Two metal strips, hinges, or stubs make a vise in which pamphlets or papers are clamped by flexible, flat, steel fasteners, attached to the right-hand stub, as securely as if bound. This fastener is stiff enough to perforate thin pamphlets without previous punching, so flexible that it can be bent at any point with the fingers, and so strong that it may be bent back and forth in constant use for many years without breaking. It breaks less often than any other device, and can be replaced as quickly as a common cord. This fastener is passed through the papers between the stubs, which are held firmly together till it is bent over as close as possible, thus clamping them together. The free end of the fastener is then protected by sliding the brass clasp over it, as shown in the cut. The binder is simple, durable, and common sense.

The steel fastener cannot stretch, thus cutting the papers by a saw-like action. They clamp by a right-angle bend in the steel, and so cannot slip in fastening, or work loose in use. The quickness of the operation allows frequent removal of any paper, piece of music, etc., often a great convenience when a single sheet is wanted and a whole volume cannot be carried.

Beside the styles and sizes kept constantly in stock, we make any size or material promptly to order.

In ordering from the following sizes, allow $\frac{1}{2}$ cm margin all round; i. e. order a binder 1 cm ($\frac{3}{8}$ in.) longer and $\frac{1}{2}$ cm ($\frac{3}{16}$ in.) wider than paper.

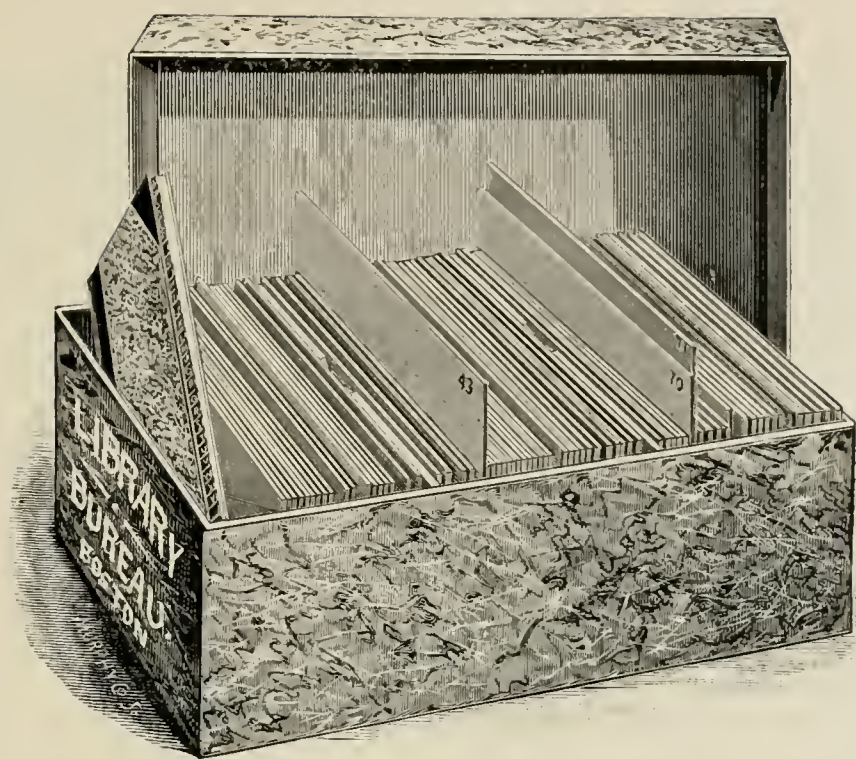
PRICE LIST OF COMMON-SENSE BINDERS

No.	Size — Centimeters	Size — Inches	Full Cloth	Half Russia
42a1.	14 x 21½	5½ x 8½	\$.60	\$.90
a2.	15 x 24	6 x 9½65	1.00
a3.	16 x 25	6¼ x 9¾70	1.05
a4.	16½ x 26	6½ x 10¼75	1.10
a5.	18½ x 27	7¼ x 10¾80	1.10
a6.	19½ x 26½	7¾ x 10½80	1.10
a7.	20½ x 26	8⅛ x 10¼ in half morocco only.....		1.10
a8.	21 x 27	8¼ x 10¾85	1.15
a9.	19½ x 29	7¾ x 11½85	1.15
a10.	21 x 30	8¼ x 11¾85	1.20
a11.	22 x 31	8¾ x 12¼90	1.25
a12.	23 x 30½	9 x 1295	1.30
a13.	25½ x 30½	10 x 12	1.00	1.35
a14.	24 x 32	9½ x 12½	1.00	1.35
a15.	23½ x 34½	9¼ x 13¼	1.05	1.40
a16.	25½ x 33½	10 x 13¼	1.10	1.45
a17.	26½ x 36	10¼ x 14¼	1.15	1.50
a18.	27 x 37	10¾ x 14½	1.20	1.55
a19.	27 x 37	10¾ x 14½ for music.....	1.25	1.60
a20.	28 x 40½	11 x 16	1.35	1.70
a21.	29 x 42	11½ x 16½	1.45	1.85
a22.	30½ x 44	12 x 17¼	1.50	2.00
a23.	32½ x 45½	12¾ x 18	1.75	2.25
a24.	34 x 49½	13½ x 19½ ..	1.85	2.40
a25.	38 x 56	15 x 22 ..	2.00	2.50
a26.	42 x 61	16½ x 24	2.25	2.80
a27.	47½ x 63½	18¾ x 25	2.50	3.00

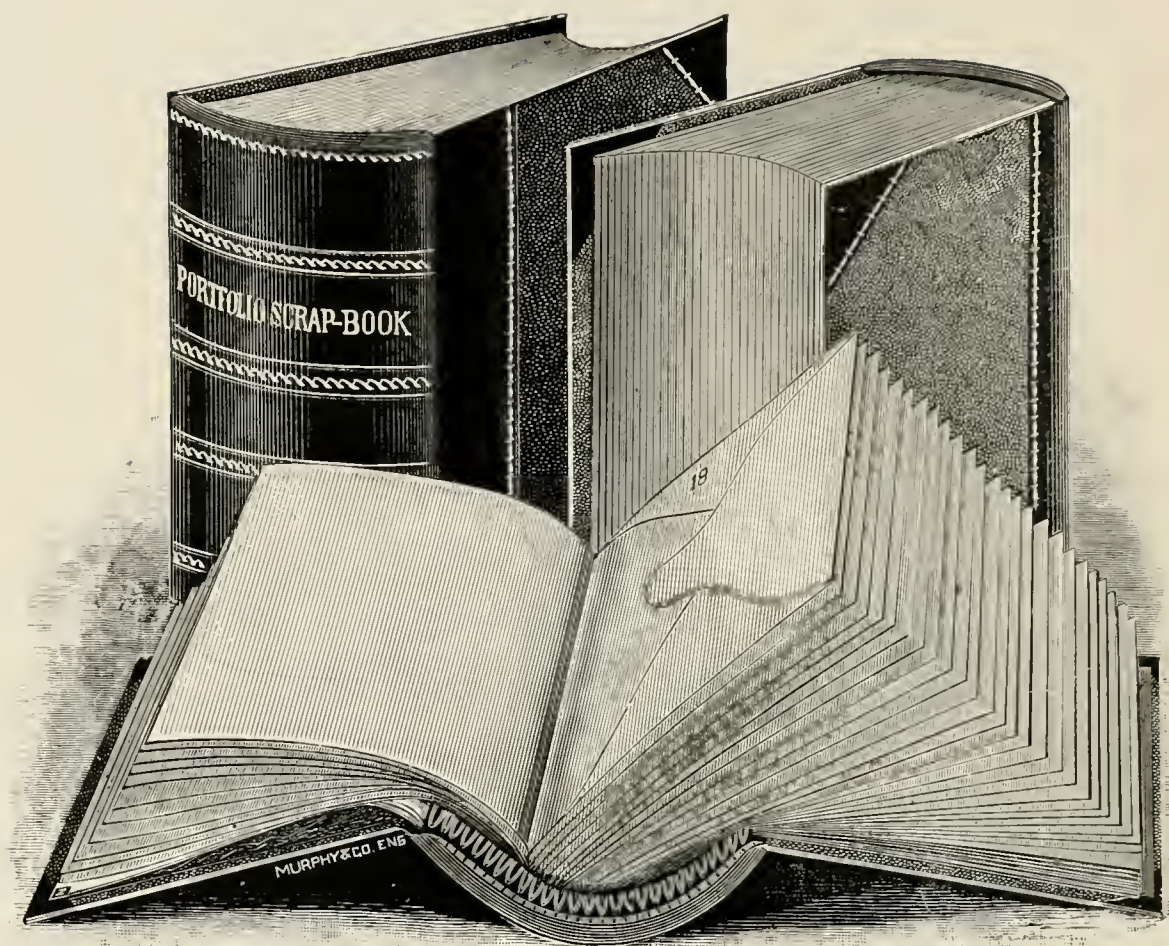
Address all orders to Library Bureau.

44i. L. B. Scrap Book. One hundred manilla sheets with guards, laced in a Common Sense Binder. On these sheets the scraps may be pasted, and by the insertion of new sheets the clippings on any subject can always be kept together. These manilla sheets and shelf binders make the most practical scrap book yet invented, combining in the fullest degree the merits of the old system of pasting on a large flat sheet, for easy reading, with the greater advantage of constant classification, power of revision, and easy consultation.

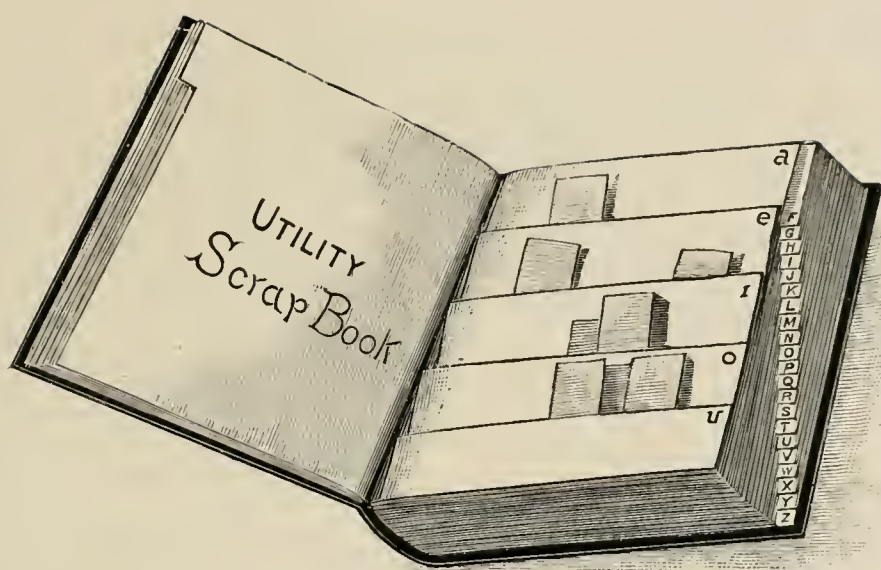
Price, half morocco, Binder and 100 manilla sheets with guards, **\$1.50**. The Manila scrap sheets can be had, cut and punched to same standard, 20 x 25 cm, **25c.** per 100.



44a. The L. B. Scrap Box. One hundred manilla pocket-books arranged in a heavy case, alfabetically or by subject numbers, thus being their own index. With it scraps may be classed by any system and found again at once. Not being pasted, any can be taken out for use, to replace by better copies, or to throw away after their season of interest has passed. This system has great advantage over any method of pasting. The subject is entered on the pocket and in the index. Any illustrations or notes, as thought of, heard or clipped from papers, are added. All being unpasted can be arranged or re-arranged for any purpose, and in making up sermons, articles, etc., those parts needed can be used without copying. A thin book index serves for analysis and extra cross references beyond those on the pockets. This box holds twice as many scraps as Breed's Book, looks neatly on the shelf, and allows any one subject pocket to be taken away when wanted without taking the other 99. Numbers, letters, months and days on ready-gummed slips like p. o. stamps and a book-index go free with the L. B. Scrap Box. Price \$2.50.

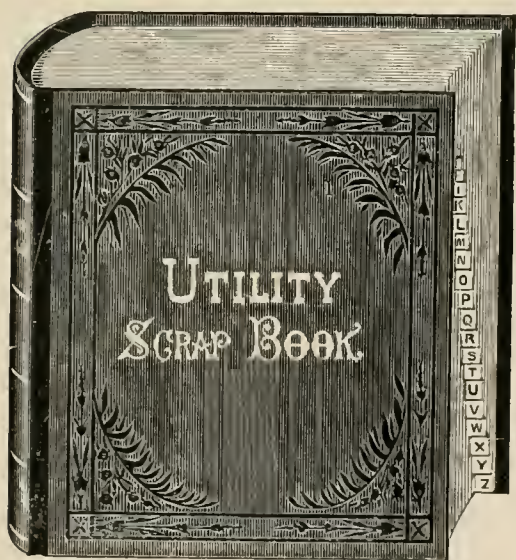


44b. Breed's Portfolio Scrap Book. A series of 50 very strong manilla pockets, 15 x 23 cm (6 x 9 in.), firmly bound in red or black leather, making a handsome octavo volume. The material can be arranged alphabetically, as there is an alphabetical index in the front; or, as the envelopes are numbered, the notes and clippings can be easily classed according to the Decimal Classification, which is coming into such extensive use for this purpose. (See No. 12 L. B. Catalog.) The pockets are all provided with tucks, so that it is impossible for the clippings to fall out and get lost, even tho the book should be dropped on the floor. The binding is first-class, and well calculated to endure constant handling. The numerous guards in the volume leave plenty of room for expansion without straining the back, breaking the sewing, or warping the covers. This has many of the advantages of the Utility Scrap Book and L. B. Scrap Box, and can be placed on the shelf with the other books of the library. Price, half russia, \$3.00.



44u. Utility Scrap Book. A series of strong manilla pockets, lettered and bound, with space for expansion between each group of five pockets, which, lettered with the vowels *a, e, i, o, u*, make in all 120 pockets. The scrap or note is placed on the page of the initial letter of its subject and in the pocket of the first vowel in the subject; i. e. a scrap on "Character" goes on page C, in pocket *a*; on "Music" in pocket *u* of page M. The pages lie close together when empty. The book expands as more space is needed, and its capacity is five or six times that of an ordinary scrap book of the same size.

No paste, mucilage, strings, springs, or pins are used. The whole collection is instantly self-indexed under subject, and ready for reference. All scraps are simply laid loosely in their proper compartment, and any individual clipping can be taken out and used without affecting the classification of the rest.



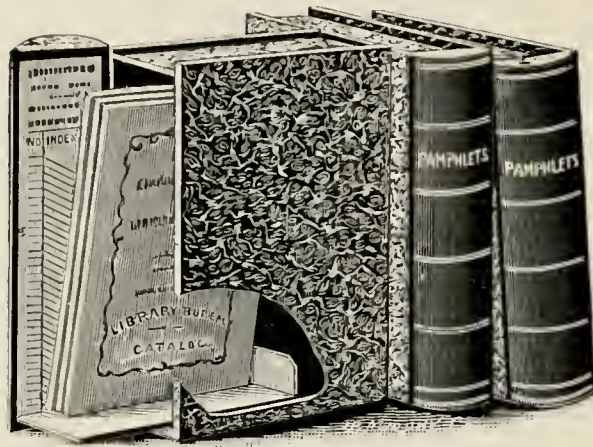
The Utility is at once an index rerum and commonplace book. Write abstracts or quotations on slips with references to volume and page. Thus an account is kept of what is serviceable in one's reading.

If items on one subject accumulate, file away in a large envelope, and refer to it in the scrap book; this makes needed room and keeps track of all accumulated matter.

Both sides of printed sheets are preserved. Fold long articles to the length of 20 cm (8 in.), to fit the pocket.

When the book is full it is a valuable cyclopædia of those things in which the collector is chiefly interested. Another copy is started for current collections; or the matter may be taken out of the first and filed in envelopes, and the same scrap book used to collect a new supply.

Price, handsomely bound in half leather **\$1.00**



45a. Clacher Patent Pamphlet Box. By far the best and most durable case for filing safely, conveniently, and cheaply all pamphlets, periodicals, music, or any papers that need to be kept for quick reference, free from dust, wear, and injury. It is a handsome, strong wooden box with marbled sides and top, and cloth back with gold lines.

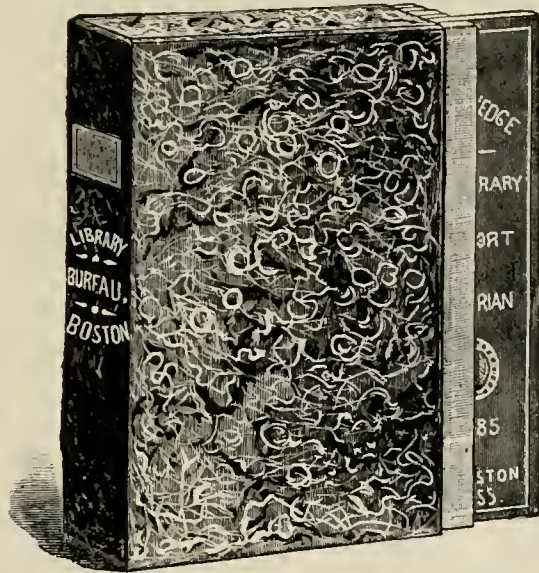
A strong concealed spring hinge of the best English wire automatically shuts and holds the cover dust tight. In use the ordinary case must be taken from the shelf, the dusty cover taken off the top, and the contents emptied out to find what is wanted. It takes time, and stirs up dust and contents. With this box the back of the wooden "book" opens like a spring door, without latch or catch. A wooden slide in the bottom of the box acts as a car to carry the pamphlets. Drawn out it holds the spring door open during consultation, and the pressure of the finger on the slide replaces the contents and shuts the box again, all without removing the case from the shelf. There is no other device that keeps the contents so accessibly. Inside the door is a blank index, so arranged as to be written on conveniently, and in all details the box is all that could be desired. The following are always in stock; we make to order any other size or finish.

PRICE LIST

Dimensions given are Inside Measure

No.	High.	Deep.	Thick.	Price.	No.	High.	Deep.	Thick.	Price.
a1. {	16 6 $\frac{1}{4}$	10 $\frac{1}{2}$ 4 $\frac{1}{8}$	5 cm. 2 in.	{ .50	a7. {	28 11	23 9	10 cm. 4 in.	{ .80
a2. {	21 8 $\frac{1}{4}$	13 5 $\frac{1}{8}$	6.2 cm. 2 $\frac{1}{2}$ in.	{ .55	a8. {	31 12 $\frac{1}{4}$	23 9	10 cm. 4 in.	{ .95
a3. {	23 9	15 6	7.5 cm. 3 in.	{ .60	a9. {	35 15	25 10	12 cm. 4 $\frac{3}{4}$ in.	{ 1.25
a4. {	23 9	17 $\frac{1}{2}$ 7	7.5 cm. 3 in.	{ .65	a10.	Is a7 with 4 slides, and is the best dust-proof pigeon-hole case for bills, letters, etc.			1.50
a5. {	25 $\frac{1}{2}$ 10	17 $\frac{1}{2}$ 7	8.8 cm. 3 $\frac{1}{2}$ in.	{ .70					
a6. {	25 $\frac{1}{2}$ 10	20 $\frac{1}{2}$ 8	8.8 cm. 3 $\frac{1}{2}$ in.	{ .75					

45m-o. C. C. Pamflet Cases. This series of manilla and wood are as much the best of all the cheap cases, as are the unequaled Clacher of the higher priced. When the latter cannot be afforded, some years'



trial in many different libraries has proved these the most perfect and economical device. Cost is so low that they can be used with great freedom.

These cases have solid tops, avoiding the injury to pamphlets and the extra dust and dirt of the open-end patterns. They have nothing to get out of order, being merely handsome cases open on the back. Standing on the shelves, this form is least exposed to dust; and, if the case be pushed against the back of the shelf, it acts like a dust cover.

Made in all the standard sizes. Special sizes made promptly to order at proportionate rates. The regular stock is in different thicknesses:

1. The manilla case for a few thin pamphlets.
2. The half thickness.
3. The standard. This avoids the waste of shelf space and the crumpling down of the pamphlets occasioned where the thick cases must be used, tho there are few pamphlets on the subject. If the collection increase, it is very easy to replace either of the thinner cases with a thicker one, and change the labels, extra labels being furnished for this purpose.

Manilla C. C. Pamflet Cases. Made from heavy tag-board to take a few thin pamphlets.

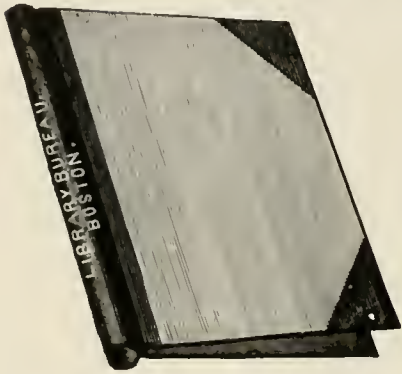
45m. 1.	Size 25 x 17.5 cm (10 x 7 in.).	Price . . .	3c.
45m. 2.	" 31 x 20.5 " (12 x 8 ").	" . . .	4c.

Wood C. C. Pamflet Cases. Thoroughly seasoned stock, joined in the strongest way, all neatly covered with very durable marbled paper.

45-o 3.	Size 25 x 17.5 x 3 cm (10 x 7 x 1¼ in.).	Price .	15c.
45-o 4.	" 25 x 17.5 x 6 " (10 x 7 x 2½ ").	" .	20c.
45-o 5.	" 25 x 17.5 x 10 " (10 x 7 x 4 ").	" .	25c.
45-o 6.	" 26 x 17.5 x 7 " (10¼ x 7 x 2¾ in.).	" .	20c.
45-o 7.	" 27.5 x 18.5 x 4.5 cm (11 x 7½ x 1¾ in.).	Price	20c.
45-o 8.	" 27.5 x 18.5 x 7.5 " (11 x 7½ x 3 ").	"	25c.
45-o 8a.	" 27.5 x 18.5 x 10 " (11 x 7½ x 4 ").	"	30c.
45-o 9.	" 30 x 22.5 x 9 " (12 x 9 x 3½ ").	"	30c.
45-o 10.	" 35 x 25 x 10.5 " (14 x 10 x 4⅛ ").	"	35c.

A discount of 20 per cent on 10 or more cases.

These dimensions are all outside. The inside measures are approximately 1 cm less in the wood cases.

46a. Spring-back Binder.

The papers or pamphlets are held firmly in a vise made by the steel cylinder spring back. No awl, needle, or string is used. The sides serve as levers to open this cylinder, which holds one sheet firmly or may be opened to hold a volume. The best device for keeping clean and in order any papers not to be mutilated by the needles of the ordinary binders.

This has led to a large use in reading-rooms for papers with double-page illustrations; there is no perforation or mutilation, and papers are preserved in a perfect condition for permanent binding. The chief advantage, however, is the ease and quickness with which papers can be taken out or inserted.

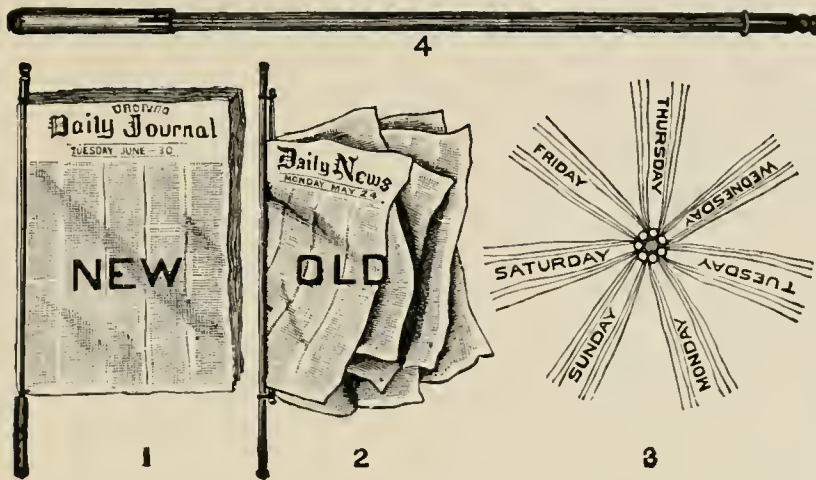
Also as a reading-case. The steel cylinder fits the hand and supports the pamphlet so it is vastly easier to hold while reading. The sides keep it flat and clean, and prevent the otherwise inevitable dogearing of the corners. It is the work of an instant only to put in or take out. Thus a magazine or part of a choice book appearing in numbers may be read by a whole family without hurting its appearance one fifth as much as would a single reader without the spring-back case.

All binders in list below have roan back and corners. We make promptly to order any other size or style of binding. In ordering sizes not on our list, give exact size of paper to be bound. For oblong books specify shape. Lettering title on front cover is at actual extra cost.

PRICE LIST

No.	To Fit Size in		Inches	For	Price
46a1	16	x 25	6 $\frac{1}{4}$ x 9 $\frac{3}{4}$	Atlantic, &c.	\$.90
a2	18	x 26 $\frac{1}{2}$	7 $\frac{1}{8}$ x 10 $\frac{1}{2}$	Harpers, Century, &c. . . .	1.10
a3	19 $\frac{1}{2}$	x 29	7 $\frac{3}{4}$ x 11 $\frac{1}{2}$	Science, Medical Record, &c.	1.10
a4	20 $\frac{1}{2}$	x 26	8 $\frac{1}{8}$ x 10 $\frac{1}{4}$	Letter paper, Shelf Sheets, &c.,	1.10
a5	21	x 30	8 $\frac{1}{4}$ x 11 $\frac{3}{4}$	Franklin Square Library, &c.,	1.20
a6	23	x 30 $\frac{1}{2}$	9 x 12	Punch, Fliegende Blatter, &c.	1.25
a7	23 $\frac{1}{2}$	x 33 $\frac{1}{2}$	9 $\frac{1}{4}$ x 13 $\frac{1}{4}$	Seaside Library, &c.	1.35
a8	24	x 31 $\frac{1}{2}$	9 $\frac{1}{2}$ x 12 $\frac{1}{2}$	Nation Critic, &c.	1.35
a9	26 $\frac{1}{2}$	x 36	10 $\frac{1}{2}$ x 14 $\frac{1}{4}$	Cap papers	1.55
a10	27 $\frac{1}{2}$	x 37	10 $\frac{3}{4}$ x 14 $\frac{1}{2}$	Sheet Music	1.60
a11	29	x 42	11 $\frac{1}{2}$ x 16 $\frac{1}{2}$	Scien. Am., Youth's Comp., &c.	1.70
a12	30 $\frac{1}{4}$	x 44	12 x 17 $\frac{1}{4}$	Harper's Weekly, &c.	1.80
a13	32	x 45 $\frac{1}{2}$	12 $\frac{3}{4}$ x 18	London News, Graphic, &c. .	2.00

46n1. The Athenæum Newspaper File. The file consists of a centre stick, around which are arranged seven smaller sticks kept in place by the rubber handle at the bottom, and a common rubber umbrella



ring at the top. Each one of the smaller sticks binds the middle of each paper against the other sticks, holding it securely and keeping it separate from the other papers.

Fig. 1 represents this file filled

with papers. Fig. 2 shows about the usual condition of papers in many other styles of files in which pins or spurs are depended on for holding the papers in position. Fig. 3 is a diagram showing the end of the file and the group of seven small rods surrounding the central rod, each small rod holding one paper. Without threads, needles, spurs or metal strips this file binds securely, holds the papers consecutively, and is one of the simplest files manufactured.

No. 1, length, 48 in. to fit papers up to 38 in.

2,	"	40	"	"	"	30	"
2 1/2,	"	36	"	"	"	26	"
3,	"	32	"	"	"	22	"

PRICE PER TEN, \$6.00.

For racks see 78n.

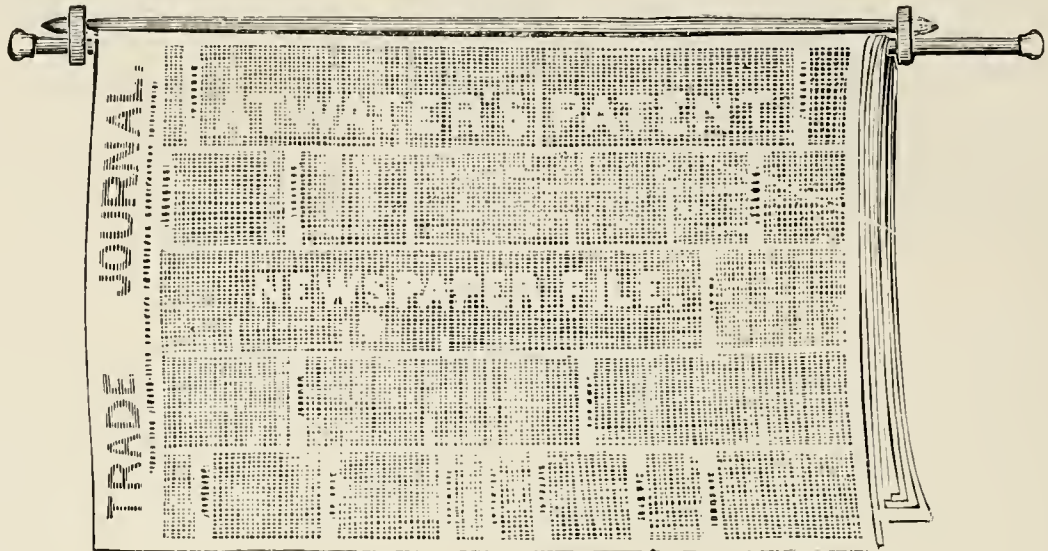


46n6. The Common Sense Newspaper Holder, constructed by attaching the steel fixtures of the Common Sense Binder to rods of the required length. It binds the pages of each paper in consecutive order; combines all the advantages of the binder; is simple, durable, and *common sense*, and is very widely used.

Sizes, 16, 18, 21, 24, 26, 28, 30, and 34 in.

PRICE PER TEN, \$6.00.

46n8. Atwater Newspaper Files. These have had a wider use among Y. M. C. A. reading-rooms, hotels, and club rooms than any other style, on account of the low price. It is simply two sticks held together by strong rubber rings, and in place by two pins. The papers are astride the longer stick, and kept from slipping off by the pins and the second stick. A practical cheap file.



It does not file consecutively. Price per 10 : —

12, 14 and 16 inch between Bands	-	\$2.50
18, 20 " 22 " " "	-	3.00
24, 26 " 28 " " "	-	3.50
30, 32 " 34 " " "	-	4.00
36, 38 " 40 " " "	-	4.50

Address all orders to Library Bureau, 530 Atlantic Ave., Boston.

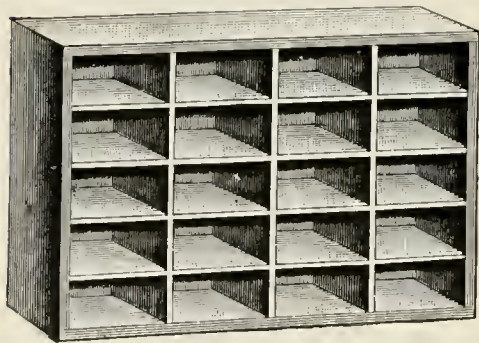


Library Bureau Newspaper File. A bamboo case with a natural wood handle, a cap and three sticks. Simple, light, durable, convenient, easily adjusted. An article long needed by libraries, which meets every requirement.

Sample file sent express paid for **60 cts.** Price, per dozen, **\$5.00**

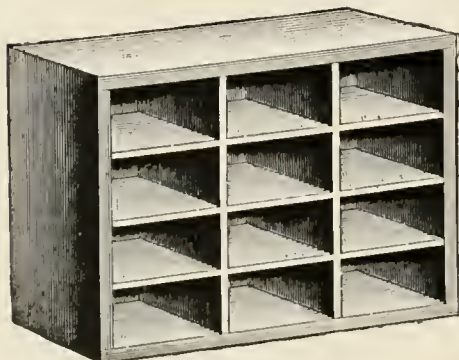
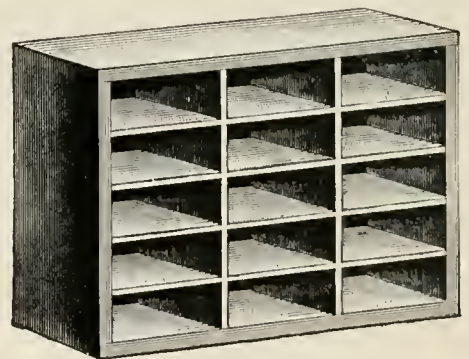
47a-f. Interchangeable Pigeon-Hole Cases. The demand for Danner Cases with one or more spaces filled with pigeon-holes led to this device. They exactly fit the spaces of a standard revolving book case, and furnish not only for them, compartments for all standard blanks from a postal card to a foolscap sheet, but are equally convenient for the same use on shelves, tables, desks, or elsewhere. All are same high and width, one above another they match; side by side, the tops are a level surface, and so are interchangeable. Thousands have been sold. They are made in oak only, handsomely finished. To enable them to stand side by side closely, as well as to go in the Danner, all are made without top moulding. All cases are 25 cm high and 35 cm wide ($9\frac{3}{4} \times 13\frac{3}{4}$ in.) outside. The cuts below show arrangement. Any other size or form will be made to order. Designed to hold standard library sizes: P. size $7\frac{1}{2} \times 12\frac{1}{2}$ cm (approximately) 3×5 inches; note size $12\frac{1}{2} \times 20$ cm (approximately) 5×8 inches; letter size 20×25 cm (approximately) 8×10 inches.

Price, **\$2.50** each.

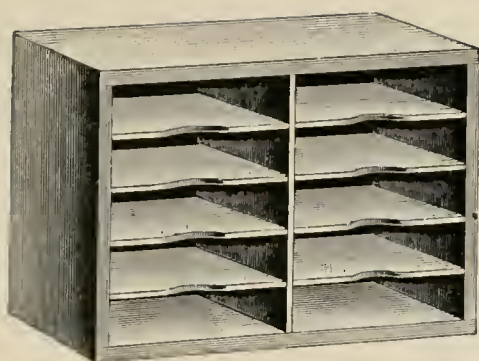


47a. 20 boxes, $12\frac{1}{2}$ cm deep, 4 high and 8 wide ($5 \times 1\frac{1}{2} \times 3\frac{1}{4}$ in.). Made to fit postals, No. 33 catalog cards, and small envelopes.

47b. 15 boxes, 15 cm deep, 4 high and 11 wide ($6 \times 1\frac{1}{2} \times 4\frac{1}{4}$ in.), for billet size papers, tracts, envelopes, and folded papers.

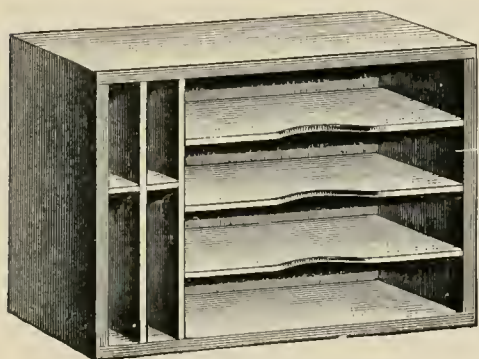
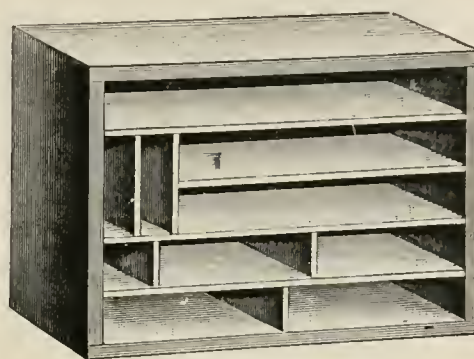


47c. 12 boxes, 20 cm deep, 5 high and 11 wide ($8 \times 2 \times 4\frac{1}{4}$ in.), fitting legal envelopes, leases, insurance policies, and all the larger standard folded blanks and legal documents. This is one of the most used cases.



47d. 10 spaces fitting pamphlets, mss. and note size papers, circulars, etc. Each space is 20 cm deep, 4 high and 16 wide ($8 \times 1\frac{1}{4} \times 6\frac{1}{4}$ in.).

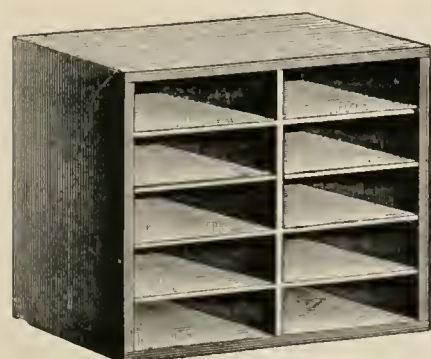
47e gives 1 space for cap, 2 for letter size papers, 2 for pamphlets or mss., 2 for note, 2 for folded papers, postals, or small envelopes, and 1 small space for pencils, eraser, etc.



47f gives 4 spaces for letter paper, 2 for note, and 2 for legal envelopes or folded blanks. “*c*” and “*f*” have the largest sale.

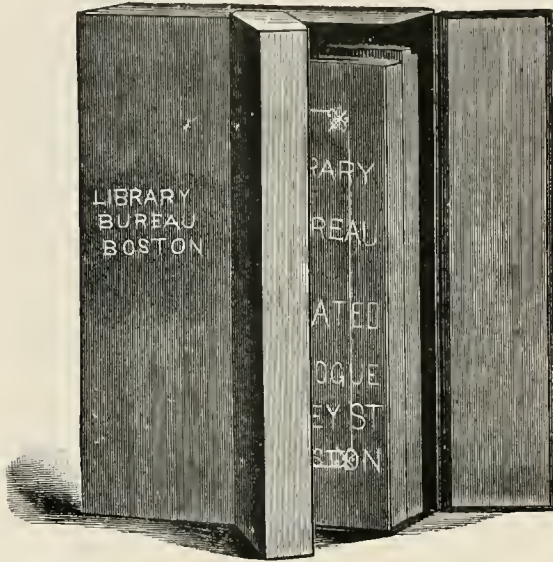
471-n. Pigeon-Hole Cases. Same wood and finish, but smaller than 47a-f. Price, \$2.00 each.

471. Made to fit standard letter size papers, like shelf sheets, order sheets folded, and the various library blanks. Each space is 20 cm deep, 26 wide and 4 high ($8 \times 10\frac{1}{2} \times 1\frac{1}{4}$ in.).



47n gives 10 spaces, $13\frac{1}{2}$ cm wide, 20 deep and 4 high, for standard note sheets. Also used for large envelopes, circulars, etc. “*l*” and “*n*” are made in oak, walnut, or cherry.

48a-p. L. B. File and Pamflet Case. The result of years of experiment to get a satisfactory file or pamphlet case at low cost. Half of one side doubles back on itself, allowing the most convenient possible consultation of contents without removing from the box. The thickness allows the left hand easily to hold the case with the door and flap open,



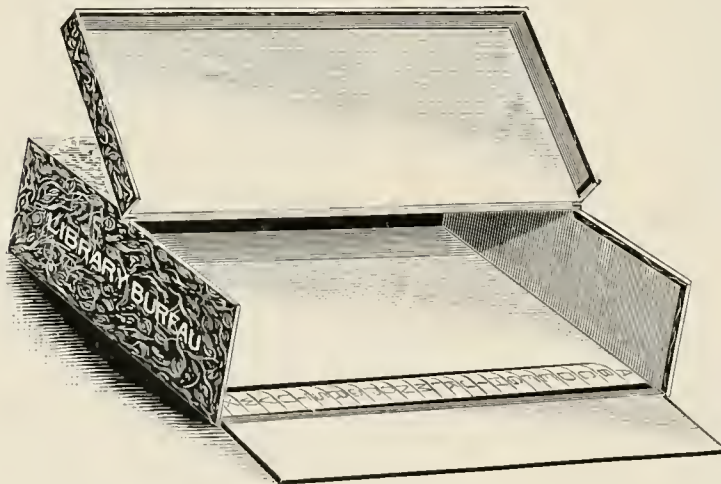
while the right is free to turn the index leaves and select just what is wanted. This makes consultation much easier, as no shelf or table room is needed; in fact, users of the case for convenience will take it from a table and hold it in the left hand.

Made of heavy board, covered with a highly glazed mottled paper, which wears without thread or ravelling, as cloth does not.

We heartily commend these cases for keeping all papers, pamphlets, clippings, or other matter to be arranged alphabetically, numerically, chronologically, or otherwise.

As a Pamflet Case. It is dust tight, opens quickly for easy access to contents, while it does not spill if carelessly handled. The cases go on edge, book fashion, on a common shelf.

As a Letter File. A large sale of these cases is for files for letters, bills, and various papers. For single files for a small correspondence these are handiest and cheapest. With combination indexes, they often take the place of filing cabinets.



Separate cases for each subject are inexpensive and wonderfully convenient. Patrons who order one case on trial, almost invariably find uses for many more.

Expansive Indexes. We make various alphabetical and numerical indexes exactly fitting the different sizes of boxes. The main sale

for letter files is size "g;" for this we furnish, beside the above, indexes in sets of 2, 5, 10, or 20, covering a single alphabet, giving the close and carefully devised subdivisions of expensive cabinets; i. e. 10g boxes with a 10-section index give the capacity of a 10-file cabinet



at a cost of \$4.00. When the boxes are filled, they are replaced with new ones at less than the usual cost of transfer cases.

For all sizes, A to Z indexes, numerical indexes (25 numbers in a set), and blank ones to be written upon, are furnished at the same price as the box. (See list below.)

As a Newspaper File. The larger sizes are an excellent device for keeping files of papers clean for quick reference. The very large sheets are best folded once or twice. The smaller ones like Harper's Weekly should go flat. Send size of paper to be filed, and we will send an L. B. Case to fit it, and guarantee satisfaction.

PRICES OF L. B. FILE AND PAMFLET BOXES.

Inside Measure.					Order by Letter.				
No.	High.	Deep.	Thick.	Price.	No.	High.	Deep.	Thick.	Price.
a	{ 16 6¼	{ 10½ 4⅞	{ 3.6 cm. 1½ in.	{ .20	i	{ 36 14¼	{ 25½ 10	{ 7.2 cm. 2¾ in.	{ .40
b	{ 21 8¼	{ 13 5⅞	{ 4.3 cm. 1¾ in.	{ .20	j	{ 44 17¼	{ 31 12¼	{ 8 cm. 3¼ in.	{ .50
c	{ 23 9	{ 15 6	{ 5 cm. 2 in.	{ .25	k	{ 51 20	{ 33 13	{ 9 cm. 3½ in.	{ .50
d	{ 23 9	{ 17½ 7	{ 5 cm. 2 in.	{ .25	l	{ 56 22	{ 38 15	{ 10 cm. 4 in.	{ .60
e	{ 25½ 10	{ 17½ 7	{ 5.7 cm. 2¼ in.	{ .25	m	{ 61 24	{ 51 20	{ 11 cm. 4¼ in.	{ .75
f	{ 25½ 10	{ 20½ 8	{ 5.7 cm. 2¼ in.	{ .25	p thin	{ 13½ 5¼	{ 8½ 3¼	{ 3 cm. 1¼ in.	{ .15
g	{ 28 11	{ 23 9	{ 6.5 cm. 2½ in.	{ .25	p thick	{ 13½ 5¼	{ 8½ 3¼	{ 6.5 cm. 2½ in.	{ .15
h	{ 31 12¼	{ 25½ 10	{ 7.2 cm. 2¾ in.	{ .30					

Indexes cost extra, and are the price of the cases of the same size.

Discount of 20 per cent on five or more cases or indexes in one order.

48p. Card Index. A thick (6½ cm.) p L. B. box, filled with 200 No. 331 cards and an alphabetical index. Often used for the references on a single topic or in working over matter away from regular outfit, and for a small beginning of an individual card catalog. Box, cards, and index cost 75c.

Checking Paper. An L sheet ruled into cm squares, giving 500 spaces to each side of the sheet for statistics, tabulations, etc. Every fifth cross and down line is a heavy red one, marking the sheet off into 5 cm squares. All sheets are punched. Price per 100, 50c.

L. B. Ruling. The standard ruling for correspondence in L size papers is lines 1 cm apart. This "L. B." ruling has the same main cross lines, and faint intermediate lines between the regular rulings, giving one half cm cross, for interlining, shorthand work, or closely written matter. It also has faint down lines, dividing the page into four columns for headings or tabulations. The faint rulings can be written over without affecting legibility.

Made in L and N sizes, punched for the standard binder or for lacing. Price per 100 sheets, N size, 30c ; L size, 50c.

Discount of 10 per cent on 1,000 or more in one order.

Blocks or Pads. We have made for us at the mill a series of standard sized papers of ordinary grade, blocked. Of good writing surface and of ample quality for notes and memoranda ; chiefly, they are cut and blocked into exact sizes. All are put up in double thick pads, to avoid paying for straw board instead of paper. Uniform in quality and always of standard size, they will be found far more satisfactory than the irregular sizes, varying weights and grades, of odds and ends of paper usually put up in this way.

PRICES

Size.		Weight.	
7½ x 12½ cm (3 x 5 in.)	P size per 10,	4 lbs.	\$.65
12½ x 20 " (5 x 8 ")	N " "	10 "	1.50
20 x 25 " (8 x 10 ")	L " "	20 "	3.00

Vertical Filing Cabinets. This practical construction, first used in card catalog cabinets, is familiar to all librarians.

The Library Bureau next manufactured vertical filing cases for invoices and loose sheets, about 5" x 8" inside. The file was so effective in saving time and space that a still larger file is now made having inside dimensions 10" x 12" and 22" deep.

This file is designed for letters, pamphlets, reports, bulletins, and miscellaneous matter that must be filed for reference. The file is dust proof, very convenient, and quite as accessible as a card index. Each drawer has a capacity of seven ordinary files or boxes. The drawers are fitted with duplex extension slides, which permit the full depth of the drawer to be used. These files are carried in stock in four sizes.

48r3.	Three drawer file	\$35.00
48r8.	Eight " "	55.00
48r12.	Twelve " "	75.00
48r16.	Sixteen " "	95.00

The numeric system of filing correspondence is similar to the Dewey Decimal Classification of books. Each letter is numbered according to the subject ; the numbers are found by referring to a card index arranged by subjects. All the material on one subject is thus assembled in one folder bearing this subject number. The folders are then filed numerically in the vertical letter file described above.

Folders of heavy manilla paper numbered twice, **\$5.75** per 1000 ; unnumbered, **\$5.00** per 1000.

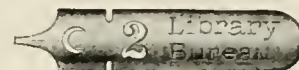
Guides similar to those used in card catalogs, **\$1.25** per 100.



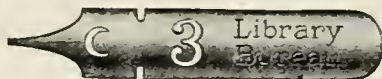
55a. Library Bureau Steel Pens. These have been made specially for cataloging and other library handwriting, but are equally good for commercial uses. They are made by the largest and best makers in the world, and are as perfect a steel pen as can be made. In every respect they will be found superior.



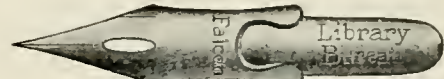
No. 1.
Price, \$1.00 gross.



No. 2.
Price, \$1.00 gross.



No. 3.
Price, \$1.00 gross.



Falcon.
Price, 50c. gross.

55a 1. Library Bureau pencils. These are the best, highest grade lead pencils, specially manufactured for library or commercial uses by the best makers. They are of superior quality, and are satisfactory in every respect.



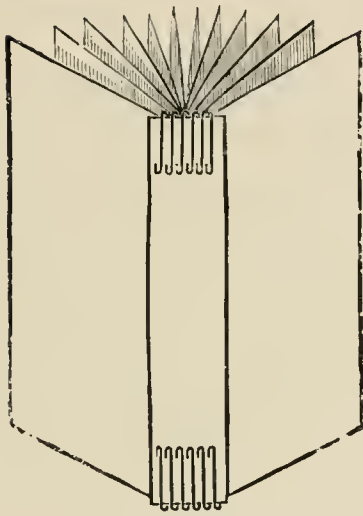
Orders solicited by the dozen or gross. In ordering, state whether hard or soft leads are desired. Price, 50c. per dozen. Special discounts on large orders.



56. Higgins' drawing board mucilage. This is a vegetable glue and warranted to keep perfectly good and to contain no injurious ingredients. It possesses great strength and is recommended for sticking almost everything. Put up in screw capped jars.

Price, 3 oz., 15c.; 6 oz., 25c.; 14 oz., 50c.; $\frac{1}{2}$ gallon, \$2.00; gallon, \$3.50.

We also furnish Higgins' Photo Mounter, which is made especially for mounting photographs, drawings, etc. Put up as above.



58. Patent Spring Clasps. In reality tiny but strong spring clips. Can be used over and over again, are nearly as cheap as common pins, and largely supersede pins, staples, paper fasteners, rubber bands, clips, and all devices for fastening papers or cards together, either temporarily or permanently. No machine is needed to apply them, as for most paper fasteners or staples. They strengthen, instead of weakening the papers; and as a binder for newspapers they allow opening of every sheet flat, a material advantage over other devices. Chiefly, the Clasps are the only paper fasteners that file, bind, or fasten papers together securely without injury or mutilation. For librarians these are specially valuable for keeping together cards, order slips, etc., pertaining to the same book in the catalog department, and at the delivery desk for keeping together call slips, delinquent notices, etc.; also for attaching firmly to the book, without leaving the slightest trace after removal, cards, slips, notices, etc. Trial will insure their being kept constantly on hand. Sample cards of 100 sent postpaid for 25c. Price, \$1.50 per 1,000.



58c. Bank Pins. Every one who handles many papers finds use for pins, regardless of the various other indispensable paper fasteners. The L. B. pins have sharp points, and will not bend readily. Price: $\frac{1}{2}$ -lb. boxes; per lb.: $\frac{5}{8}$ in., \$1.40; $\frac{3}{4}$ in., \$1.20; 1 in., \$1.00; $1\frac{1}{4}$ in., .90; $1\frac{1}{2}$ in., .90; $1\frac{3}{4}$ in., .75.

The 1 in. and $1\frac{1}{4}$ in. are sold stacked in pyramids, a very convenient form for desk use. Price, 10c. per pyramid



58i. Clinch Paper Clip. A more recent invention than the spring clasps. It possesses many of the advantages of older styles of clips, is flat, and binds firmly.

Put up in quarter-thousand boxes. Price per box, \$.20.

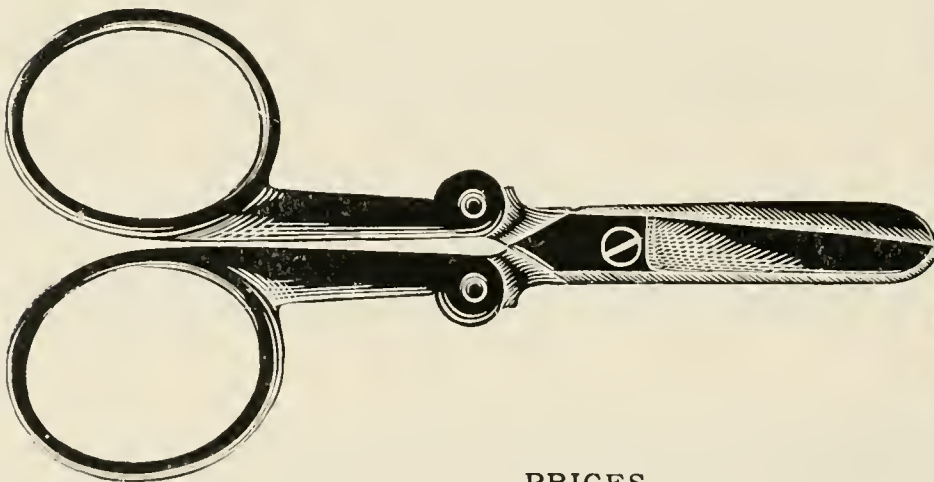


58u. Utility paper clip. For keeping papers together without puncturing or mutilating them. It is flat and especially good for papers to be filed among other papers, or for cards in card indexes.

Price, 25c. per box of 100.



61a-b. Paper Shears. These are an essential part of a complete desk equipment. Best quality shears, of best proportions for cutting paper, are often found with difficulty, if at all. We have selected our list with great care. The longer patterns are specially recommended. They are so light and slender that they handle as easily as scissors; so excellent in quality that they cut as well as heavy shears. The pocket scissors are nickel plated, and have blunt, round points so they can be carried in the vest pocket with perfect safety.

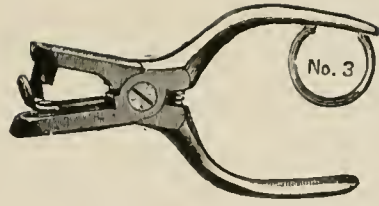


PRICES

61a.	20	cm (8 in.),	.	.	.	\$.80	61b.	10	cm (4 in.) scissor,	.	\$.30
	25	" (10 "),	.	.	.	1.25		10	cm, best made,	.	.60
	30	" (12 "),	.	.	.	1.60		10	cm, folding, in case,	.	.75
	37.5	" (15 "),	.	.	.	2.40		12	cm, " "	.	1.00

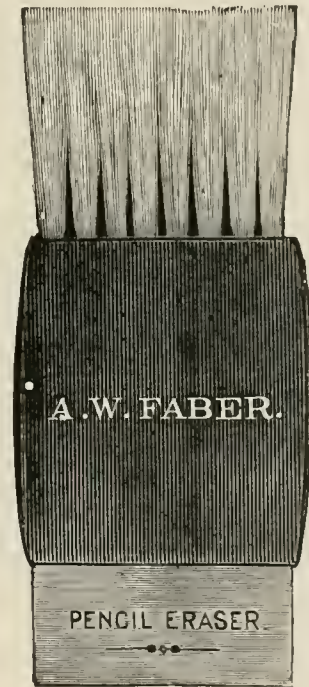
The folding scissors have a handsome morocco pocket case free with each pair. 61a are japanned handles. Nickeled handles 25

61p. "Conductors'" Punches. For punching papers for tying or to make them bind nicely in some of the various binders. Special punches are often made, i. e. an initial of a person's name, and used to indelibly mark approval or check bills and other papers, sometimes as a safety device on checks, etc. For these and other uses it has been found a convenient desk tool. Our regular pattern cuts a round hole of 4 mm. diameter. Any other form made promptly at small extra cost, according to the form of die.



These are small die cutters, not the ordinary shoe punch, which is worthless for cutting paper. They are the only form sure to cut cleanly and easily. Price, \$2.50 each.

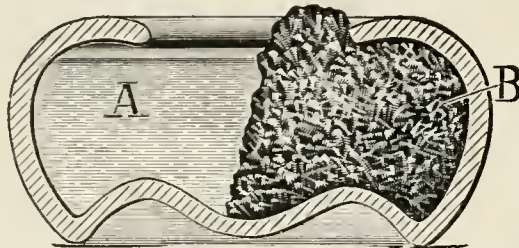
63a. Brush Erasers. The little brush is a most convenient attachment to the rubber eraser for cleaning the page after erasing. The temptation is to dust off the particles with the fingers, which, when moist, may soil and leave marks not so easily erased; this is an exceedingly convenient little device. The rubber is of the best quality, and the brush strongly inserted. Price, 25c. each.



63c. Type Writer Eraser. Of circular form, especially designed for use on paper while in a machine. It is equally good for erasing pencil marks or smoothing the surface of paper upon which the steel eraser has been used. Price, 5c. each.

63e. Steel Eraser. An essential tool for every cataloger's desk. Those offered by the L. B. are of the highest grade steel. Made in 2 forms—oval and with knife edge for use as paper cutter, all with cocoa handles. Price, 63e1, oval, 40c.; 63e2, knife edge, 50c.

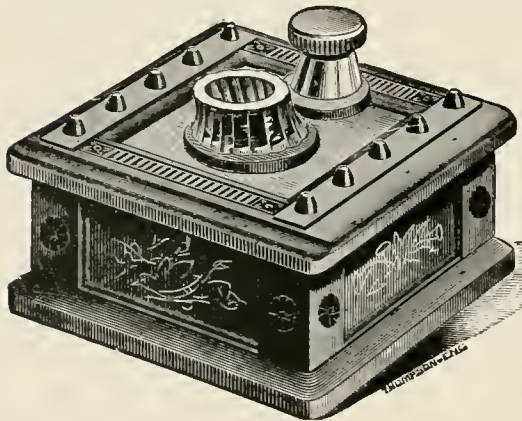
64d. L. B. Desk Pads. Protect the desk from ink stains, and serve as a blotter and cushion for writing upon. Three sheets of blotting held by four russia corners and heavy tar board back. An essential on every desk. Made in 3 sizes, and filled with the best "Treasury" blotting. Price, 19 x 24 in., \$1.00; 12 x 19 in., .75; 9½ x 12 in., .50.



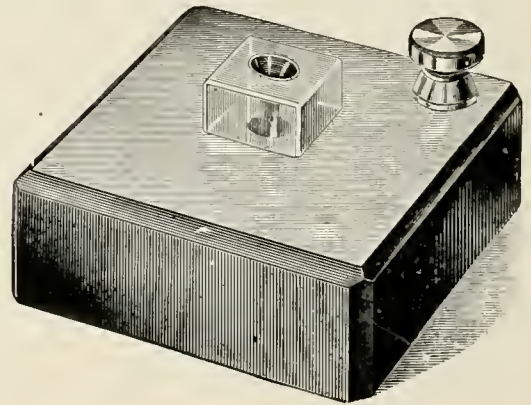
Vertical Section.

66s. Sponge Cup. In counting money, sealing, and stamping postage on letters, or as pen cleaner, and in many other ways, this is a needed desk appliance. Their peculiar form protects from evaporation. Price, 40c. each.

66a-b. Perfect Inkstand. CUT GLASS, STEEL, AND PURE RUBBER.



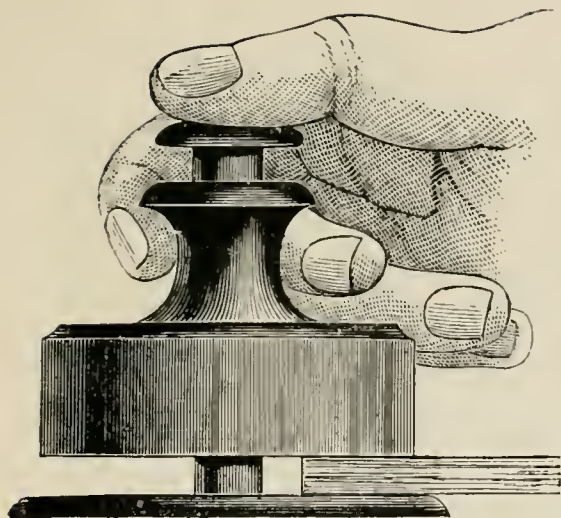
Cut of 66a.



Cut of 66b.

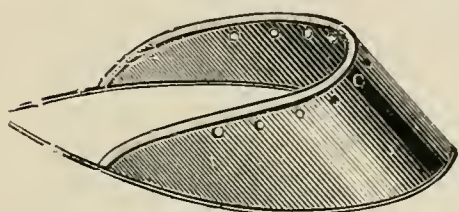
DESCRIPTION: A pouch of pure soft rubber holds the ink, an ebony cut-glass base protecting it from accident. A steel saucer is connected with the nickeled thumb-screw on top, which compresses the fountain and sends up exactly the amount of ink wanted. On top a cube of crystal cut-glass forms the dipping cup for the pen. An air-tight rubber stopper completes this "instrument of precision," as it is justly called.

The two essentials of a perfect inkstand are a *pen gage dipping cup* and *adjustable fountain*. Our stands have both essentials, and are made on scientific principles. We offer them with privilege of return if not satisfactory in every respect, after a month's trial. They soon save their cost by preserving both quantity and quality of the ink and the points of pens from any possible injury. Price 66a, pressed glass, \$1.50; 66b, cut glass, \$2.00.



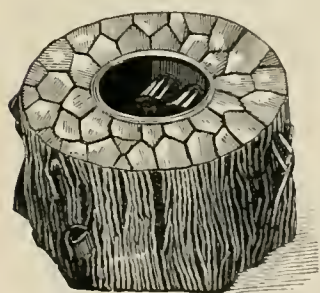
place. Nickel 50c. Japanned 25c.

64. Combination Weight and Paper Clip. A handsome, highly polished, nickeled paper weight, which is also an admirable clip. Papers are firmly clamped between the base and the adjustable weight, which is held in place by a strong spring that is easily moved with one hand, as shown in the cut. It works equally well for one or 100 sheets of paper. Handy, ornamental, durable, and always in

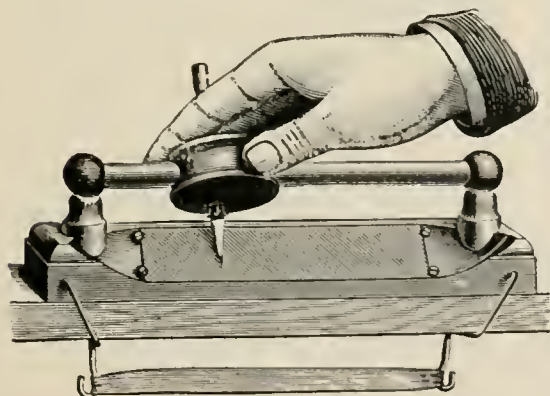


place. Nickel 50c. Japanned 25c.

69e. Ventilated Eye Shade. The most comfortable, durable, lightest, coolest, best. A row of holes round the rim nearest the forehead allows a circulation of air and prevents overheating the eyes. A flexible brass spring runs round the outer edge, keeping it in shape. It can be easily bent, so as to give the proper hold on the head, or it can be changed at any time to suit the wearer. Price 15c. each, or mailed, postpaid, for 20c.

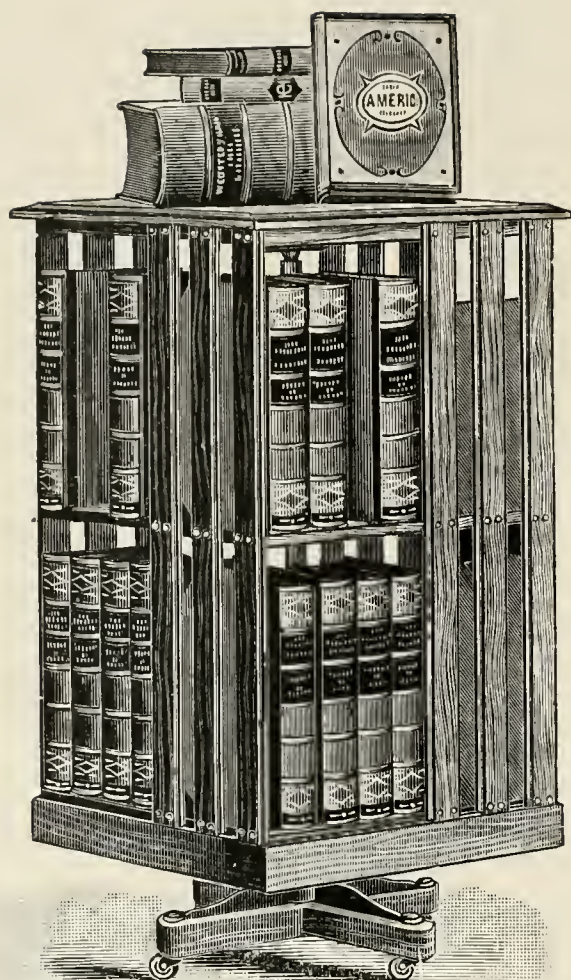


69g. Glass Pen Cleaner. Simple, quick, convenient. No machinery to get out of order. Takes little room on the desk. Always ready when wanted. Stiff brushes are firmly fastened inside a glass cup, which is protected and made stable by an iron base. When the cup is filled with water, the pen can be thoroughly cleaned with a single motion of the hand, and without the danger of injury incurred by use of rags, chamois-skin, shot, etc. No one who has tried this patent cleaner will again use the old-fashioned devices. It saves its cost, in lengthening the life of steel pens, which corrode rather than wear out. Price 25c. each.



69p. Perfect Pencil Sharpener. Saves soiled fingers, and much time where lead pencils are used to any extent. We have selected this from all the candidates for favor as the best. Simple in construction and working, and costs nothing to maintain. Price, \$1.00.

Address all orders to Library Bureau.



73a-b. Danner Revolving Bookcase. 16½ in. square, 33 in. high, holds 32 thick, Royal 8° volumes, size of American Cyclopædia, besides several larger volumes on top.

PRICES

- 73a.** 2 sections, 33 in. high, as in cut, 68 in. of shelving, weight, packed, 50 lbs. **\$9.00**
- 73b.** 3 sections, 43 in. high, 112 in. of shelving, weight, packed, 65 lbs. **11.00**

73c-d. Open Deck Danner Revolving Bookcase. 20 in. square, 42 and 54 in. high. Revolves in a circle 28½ in. in diameter.

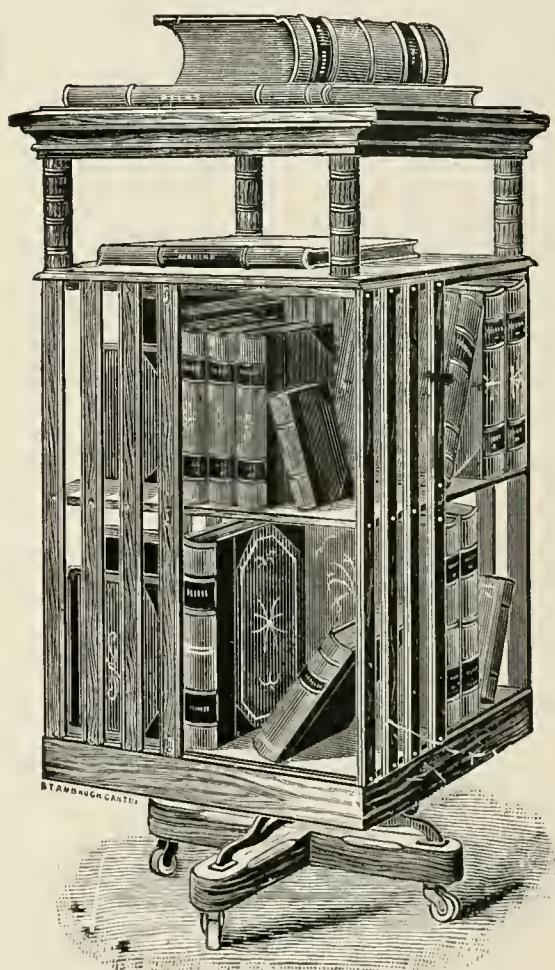
The open deck gives an extra shelf for large books, atlases, music, unbound periodicals, etc., thus combining bookcase and book-rack.

One of the most attractive patterns made.

PRICES

- 73c.** 2 sections high **\$14.00**
- 73d.** 3 " " **16.00**

Address all orders to Library Bureau.





73e-g. Champion Danner Revolving Bookcase. No cases, except the 73i and 73j, have had so large a sale. Revolves in a smaller circle; fits into corners and spaces that cannot accommodate the larger; while slight changes in construction make a lower price possible. Each section has 1 meter (40 in.) of shelving. Case is 20 in. square, or same diameter as Open Deck. Walnut, oak or cherry at same price.

PRICES.

73e.	2 sections high	. . .	\$12.00
73f.	3 " "	. . .	14.00
73g.	4 " "	. . .	16.00

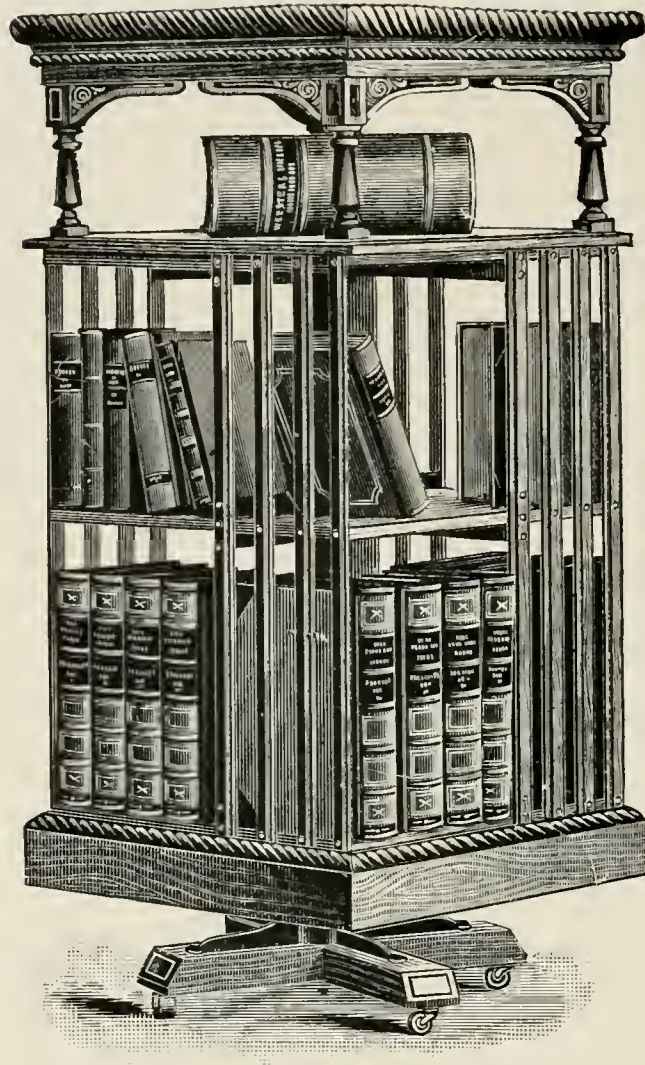
73g2. Danner Revolving Bookcase. Same capacity and space occupied as 73e-g, but ornamented by a rope moulding at the top, and has an adjustable book rest on top. This rest is held at any angle by a self-acting ratchet, and furnishes an admirable holder for the dictionary, atlas, or other reference books. This is one of the handsomest cases in the list. Made in antique oak, natural cherry, imitation mahogany, and walnut.

PRICES.

73g2.	2 sections high	. . .	\$14.00
73g3.	3 " "	. . .	16.00

With brass rods in place of vertical wood strips, these are \$1.00 additional.



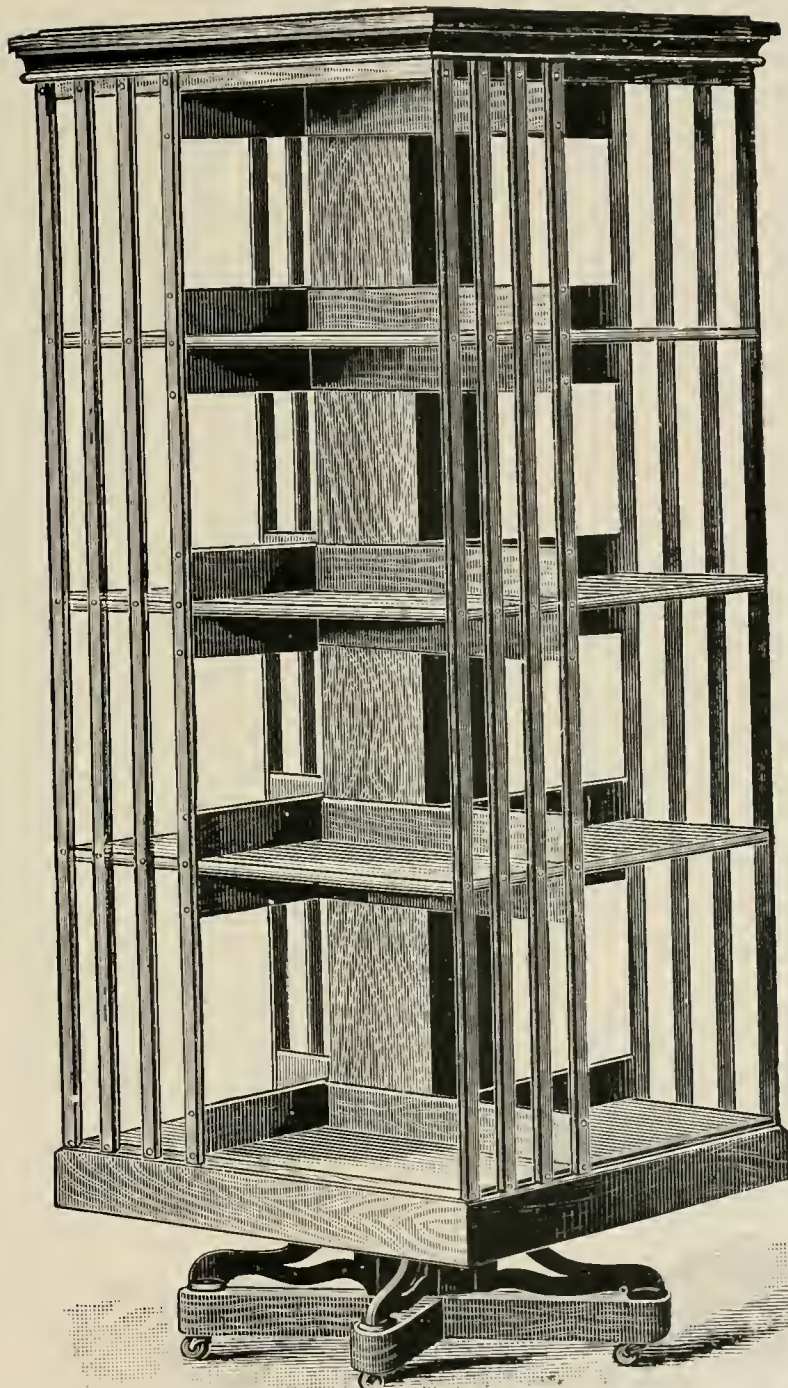


73c-3. Open Deck Danner Revolving Bookcase. More elaborate finish than 73c, but same form and size. A very handsome case; has rope moulding at the top and base, and carved corners. The finest finish and most elaborate pattern made.

PRICE

73c-3. 2 sections, and book-shelf . . . **\$18.00**

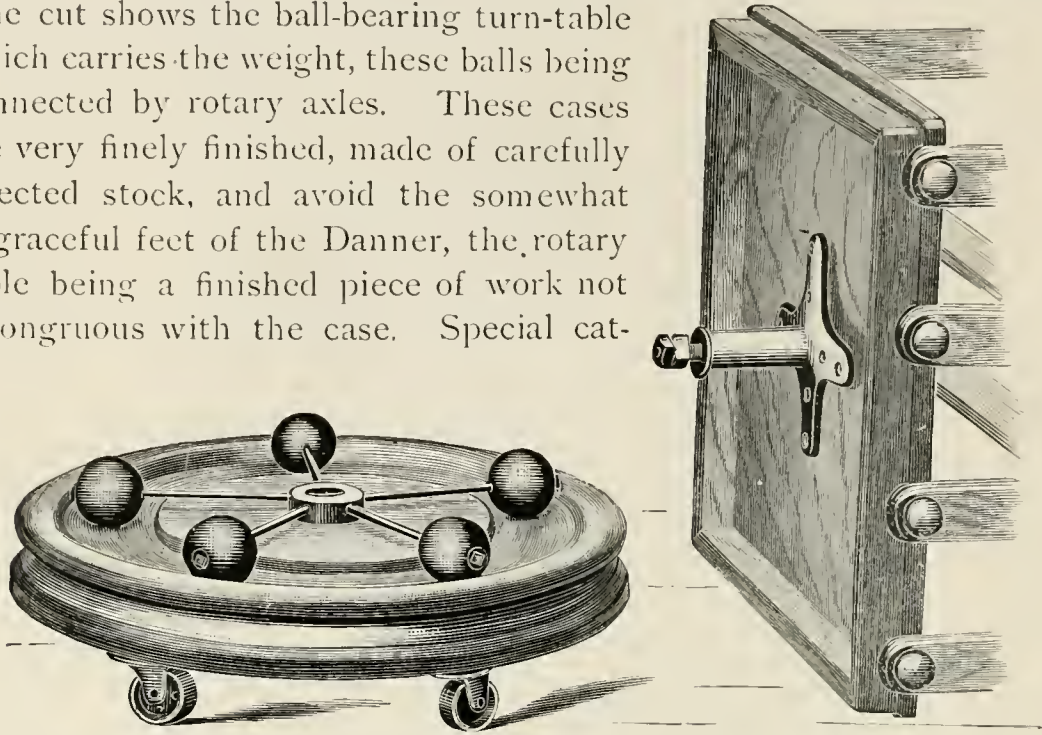
73h-k. Standard Danner Revolving Bookcases. The most widely used pattern, costing less in proportion to capacity than any other case. 24 in. square; each section has 56 in. of shelving. The bottom section is 12, the others 10 in. high. Made in antique oak, natural cherry, and walnut.



73h.	2	sections high,	112	inches shelving	.	\$16.00
73i.	3	"	168	"	"	18.00
73j.	4	"	224	"	"	20.00
73k.	5	"	280	"	"	22.00

73k6. This is an extra large case, of the same general style as the Standard. It has 5 tiers or sections; is 30 in. square, and 5 ft. 9 in. high; the shelves are 8½ in. wide, and 21 in. long. The lower section is 12 in. high; all sections above, 10½ in. high, the whole case gives 35 ft. of shelving. Made in antique oak, imitation mahogany, and walnut. Price **\$27.00**

Sargent Rotary Bookcases. The claim for these is that the rotary movement being obtained at the bottom of the case, there is no upright to warp and throw out of plumb, and thus revolve unevenly. The cut shows the ball-bearing turn-table which carries the weight, these balls being connected by rotary axles. These cases are very finely finished, made of carefully selected stock, and avoid the somewhat ungraceful feet of the Danner, the rotary table being a finished piece of work not incongruous with the case. Special cat-



alog on application. Cases are finished in antique oak, walnut and birch, finished in imitation of mahogany.



73s2. Rotary Bookcase.

Has four shelves, $17\frac{1}{2}$ in. long, giving 5 feet 8 in. of shelving. These are the depth and hight to accommodate books of the size of the "Encyclopedia Britannica." Absolutely no waste of space.

Size, $17\frac{1}{2}$ in. square; hight, 31 in.; shelves for two tiers of books on each side; size of shelves, 17 in. long by $8\frac{1}{4}$ in. deep; hight of sections: lower, $11\frac{3}{4}$ in.; upper, 11 in.

PRICE

73s2. Rotary Bookcase . . .	\$10.00
With adjustable shelf described on following page	13.50



73s3. Rotary Bookcase. Same as 73s2, except one section taller. Hight of case, 43 in.; total shelving space, 8 ft. 6 in. This is the most satisfactory low-priced pattern.

PRICE

73s3. Rotary Bookcase	\$12.50
With adjustable shelf	16.00

Adjustable Shelf Attachment. May be applied to all 77s cases. The shelf is adjustable to any angle, and forms a reading easel, writing desk, or level extension of the bookcase top. It is so arranged as not to interfere with the removal of the books from the shelves. This shelf is furnished for any case at an additional cost of \$3.50.

75. L. B. Reading tables. These are all special Library Bureau designs and manufacture; we offer them as the best, strongest, handsomest, and most satisfactory for reading-rooms and libraries. Every detail of construction has been carefully studied to obtain the best results at a minimum cost. The material is of the best quality, and the workmanship and finish of the highest grade. While we have every facility for making any special design or variation, we strongly recommend these styles as best adapted to all requirements. They are stocked in antique oak, beautifully finished, and are an ornament to any room. They seat four persons easily, and can accommodate six if required. They are strongly constructed, and very durable. We do not advise larger tables than those shown in the illustrations. Tables with slides on either side, which when pulled out double the available space, are made to order, not stocked. Many libraries are now using a round table as shown in illustration. This is a new design, measuring 4 ft. in diameter; it has been widely adopted.

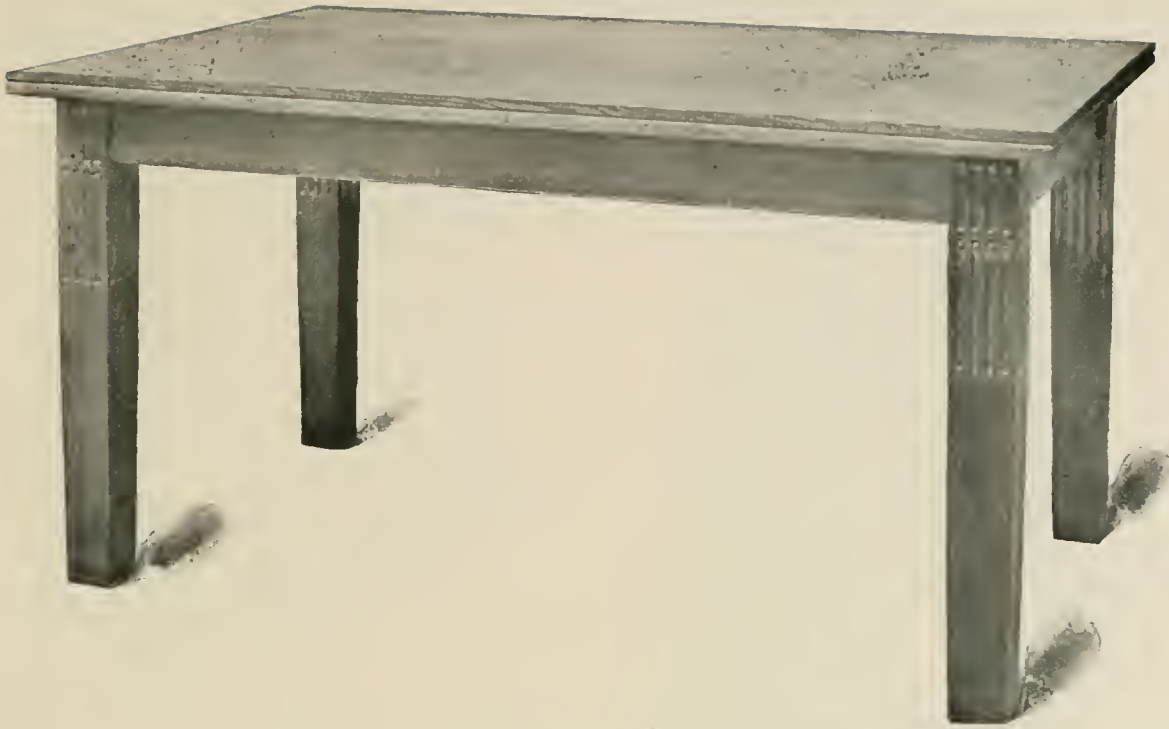
It is better to have several small tables in a library or reading-room than one or two large ones; available space can be utilized to greater advantage, and the convenience of readers is increased, as few students care to have their work inspected by the curious, or their attention distracted by the close proximity of others.

The Library Bureau makes a specialty of liliputian tables and chairs required for the use of children in libraries and reading-rooms.

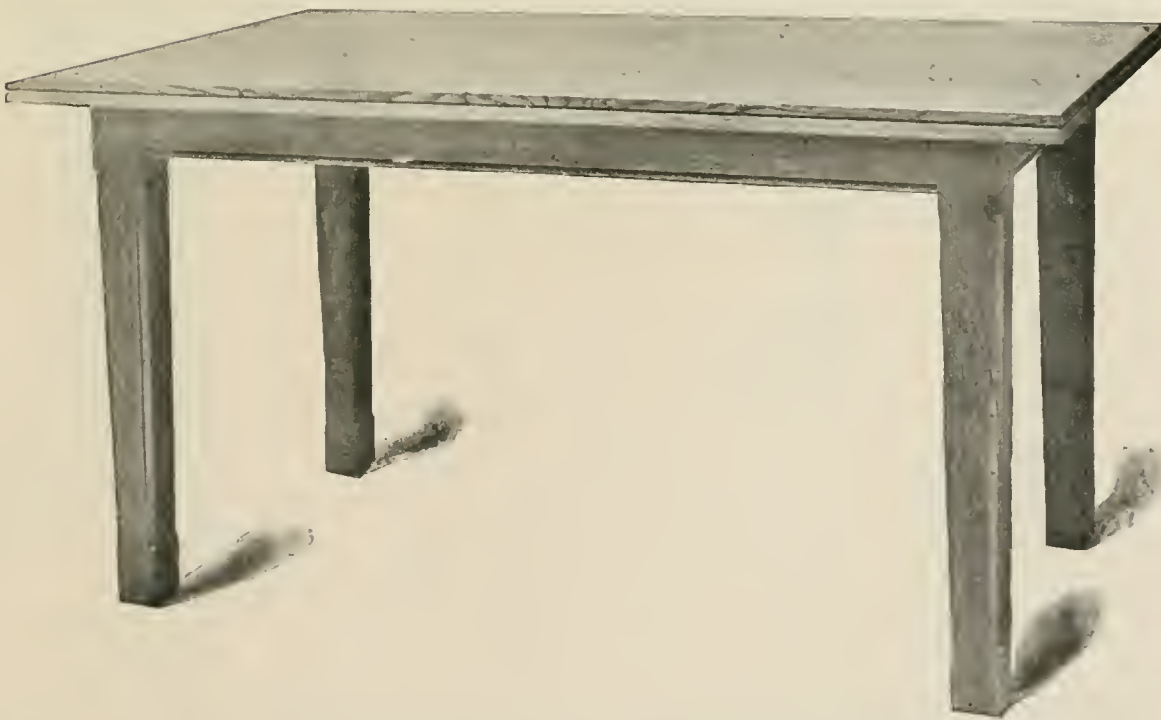
Special terms on large orders.



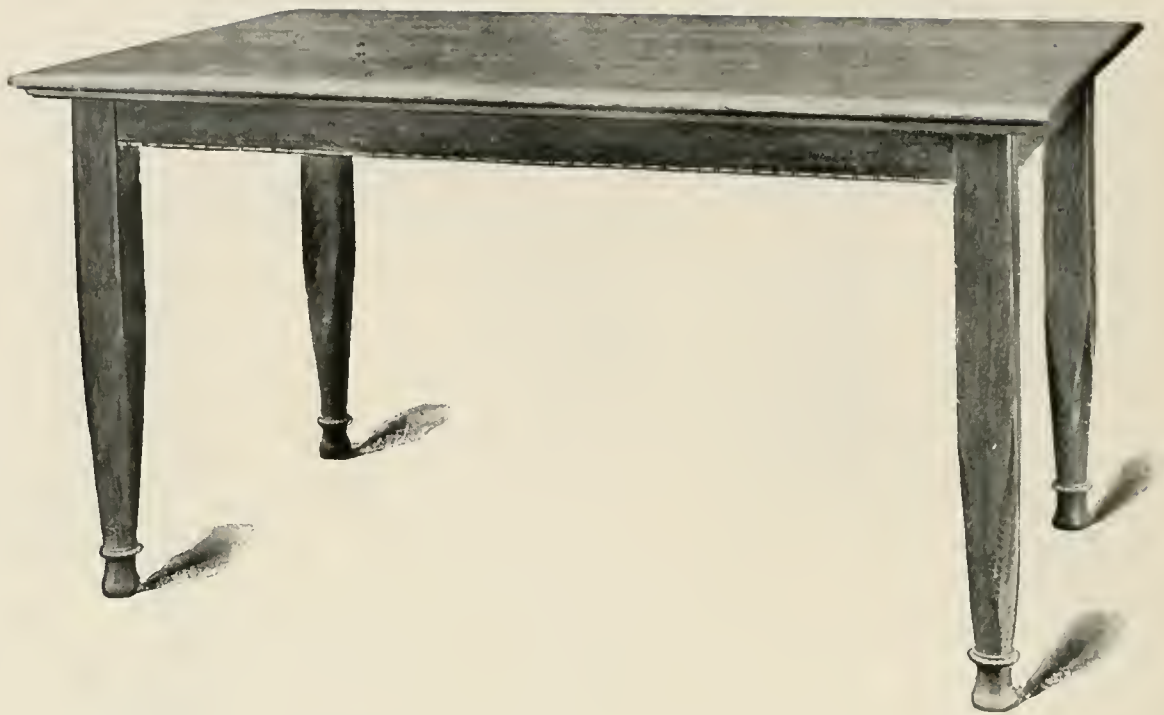
75h. L. B. Reading table. Antique oak. Size, 4 ft. diameter,
31½ inches high. Price, \$25.00



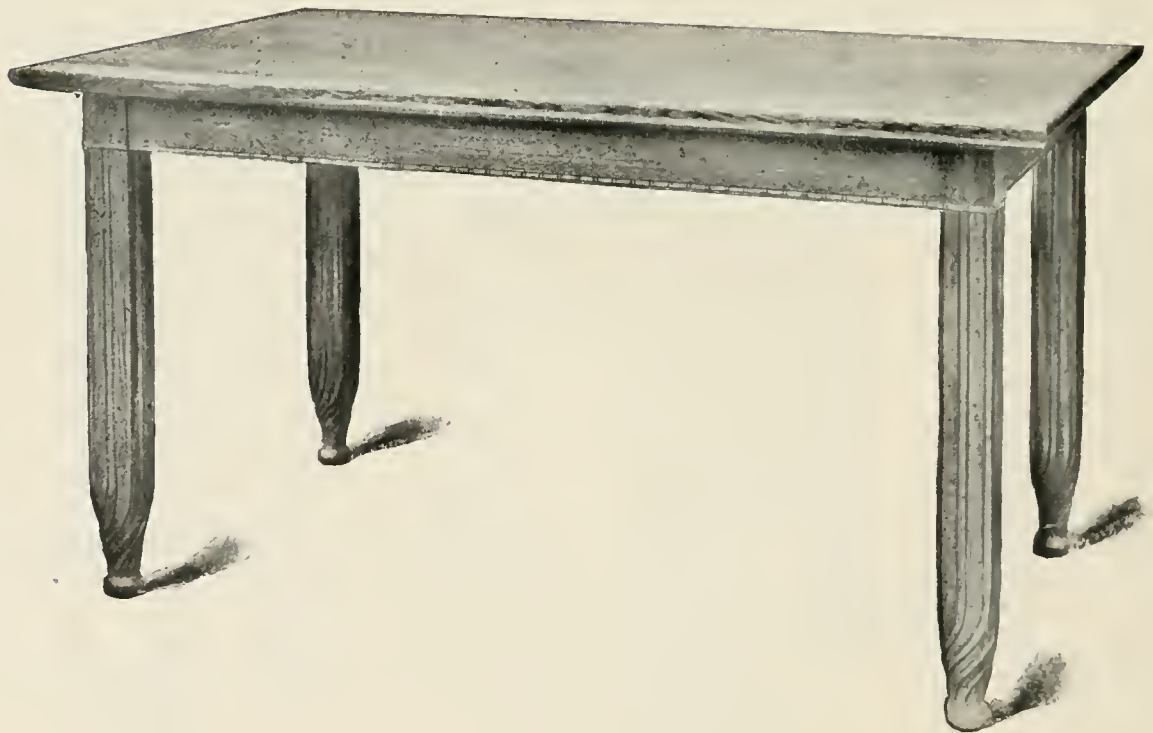
75j. L. B. Reading table. Antique oak. Size, 3 x 5 ft. ;
31½ inches high. Price, **\$20.00**



75l. L. B. Reading table. Antique oak. Size, 3 x 5 ft. ;
31½ inches high. Price, **\$20.00**



75n. L. B. Reading table. Antique oak. Size, 3 x 5 ft.;
31½ inches high. Price, **\$15.00**

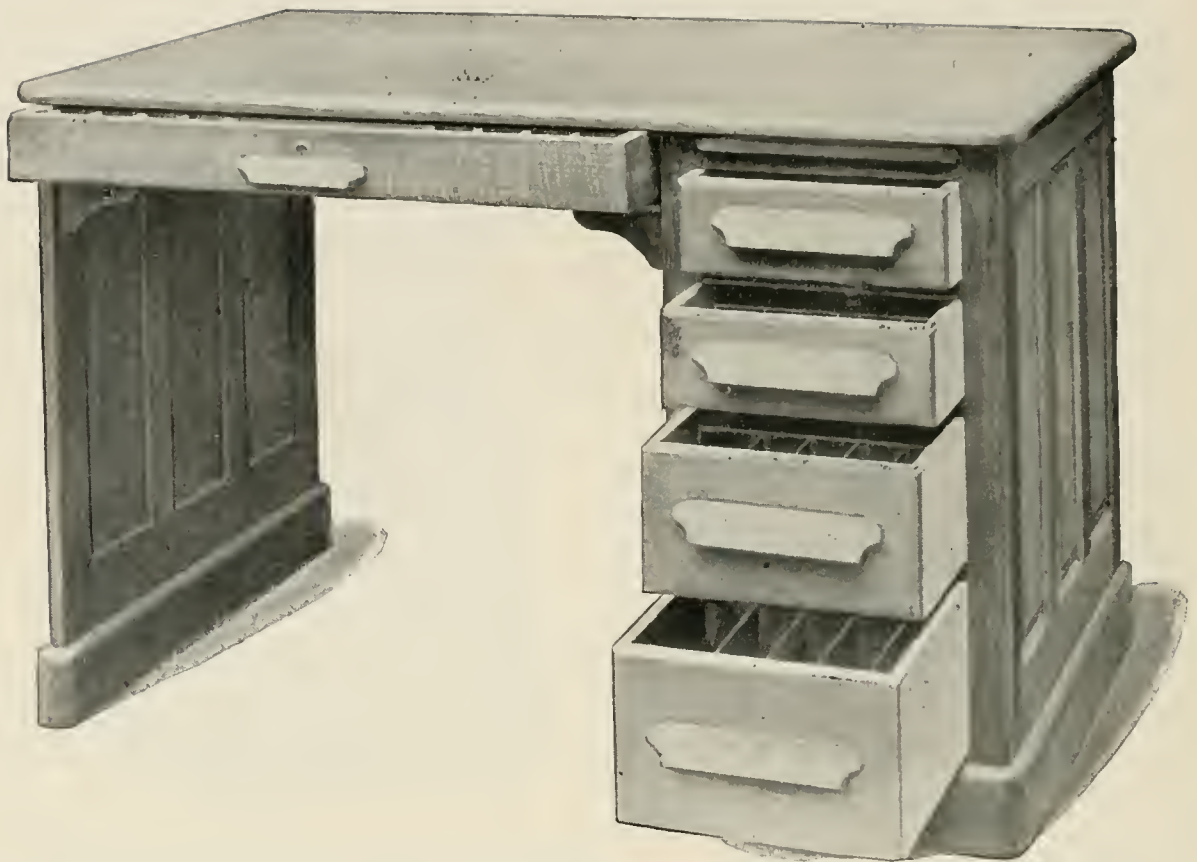


75r. L. B. Reading table. Antique oak. Size, 3 x 5 ft. ;
31½ inches high. Price, **\$20.00**

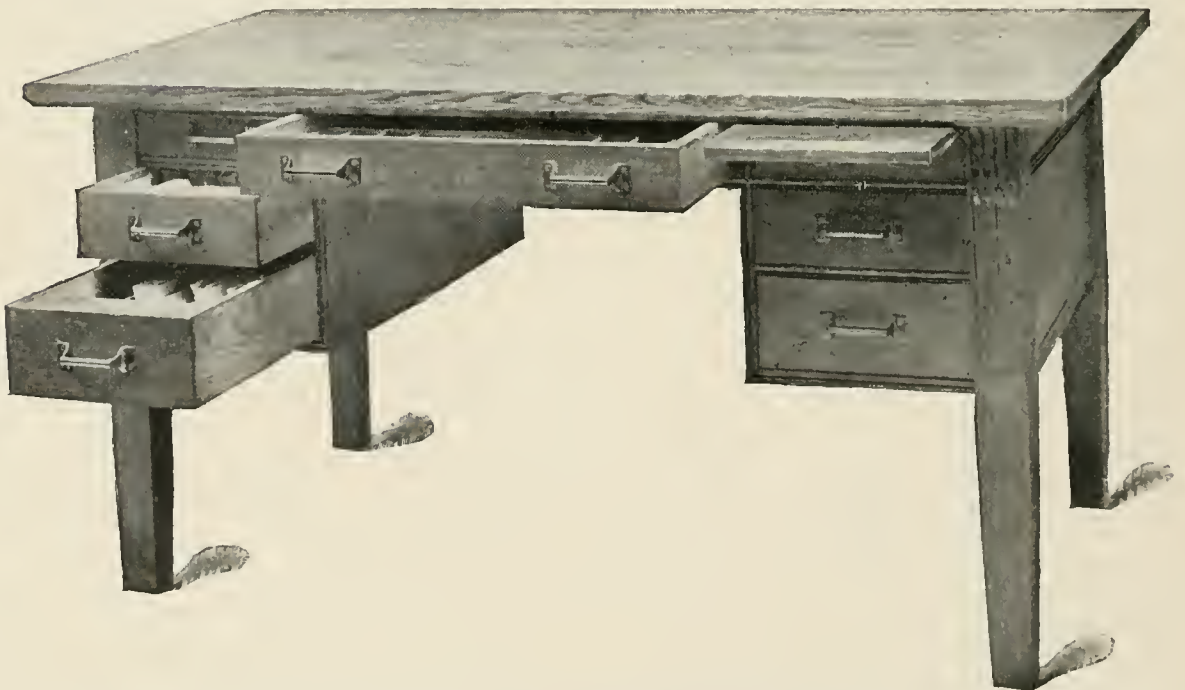


76a. L. B. Library, or study flat-top desk. This desk was specially designed for literary workers. It is made entirely of wood, of the very best material, workmanship, and finish. There is no cloth top to get soiled by ink and other stains, or by the accumulation of dust. The flat surface is smoothly polished, and the edges are bevelled so that it can always and easily be kept clean. Every detail and all requirements have been carefully studied, and the result is the most useful library desk made. Its chief features are the interior adjustable partitions which serve to make compartments and divisions running either way of the nine drawers, and the reversible slides, which when pulled out, double the surface of the table-top, without taking up floor space. These slides, when taken out and reversed, can be used for rough work requiring the use of pins or paste, without injuring the desk in any way. The two upper drawers on either side have adjustable partitions fitting the L. B. 33 size cards, or postal cards. These drawers can also be fitted, if required, with blocks and rods to hold cards in two rows the full length of the drawers. The top drawers can be removed when in use and laid on the table-top, so that the cards in all four drawers are equally available. A Yale lock is fitted to the centre drawer which, when shut and locked, secures all the drawers. Size of table, 4 ft. 6 in. x 2 ft. 6 in. ; 30½ in. high. In oak, polished wood top. Any other wood to order.

Price, **\$32.50**



76b. L. B. Library or study flat-top desk. Five drawers. Similar to 76a in arrangement. Size, 4 ft. x 2 ft. 6 in.; 30½ in. high. Price, **\$27.00**



76e. L. B. Library or study flat-top desk. Antique oak. Size, 3 ft. x 5 ft.; 30½ in. high. Price, **\$45.00**



77c. L. B. Windsor arm chair. Oak and imitation mahogany.
Price, **\$6.00**

77. Library, study, and reading-room chairs. The styles shown in the following illustrations have been carefully selected from a great variety of patterns and designs in order to meet the requirements of all libraries and reading-rooms most completely. They combine elegance of form with strength and durability, and are in every detail as perfect as good workmanship and reasonable price will permit.

Personal comfort when seated at a desk or table depends to a great degree on the chair. The best chairs for desks or tables have low braces instead of arms, this construction allowing the chair to be brought closer to the desk or table, and enabling it to be pushed under when not occupied. Swivel chairs are, by revolving, adjustable to any desired height; the twisting motion in drawing up to, or leaving the desk, is transferred from the feet and floor to the pivot screw, and thus both floor and covering are preserved, and the durability of the chair is increased.

Spring chairs rock on heavy springs, enabling the occupant to adjust the slope of the back, and to gratify the common inclination to tilt back or rock. These chairs are furnished with patent double casters without extra charge.

In public reading-rooms chairs with four legs, like a dining-room chair, are generally used, chiefly because they are less expensive than those with swivel and spring.

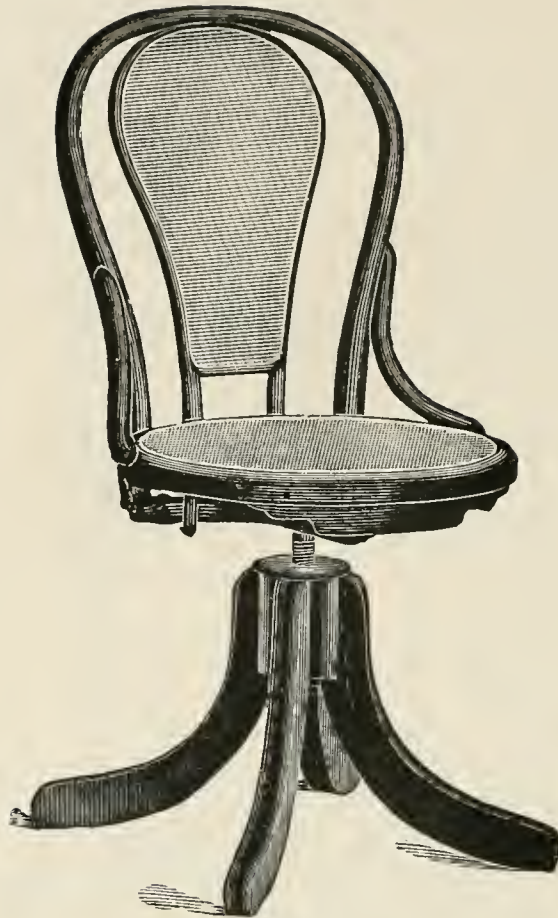
Special lilliputian chairs are supplied for children's reading rooms.

L. B. Windsor arm chair. This design possesses all the requirements of a strong, comfortable, and handsome chair at a reasonable price. It is made with saddle-seat, rounded and slightly sloping back. Being made of solid wood throughout, and thoroughly well built, it will be found one of the most durable chairs that can be obtained. Made in oak and imitation mahogany. Special terms will be made on large orders. (See illustrations.)

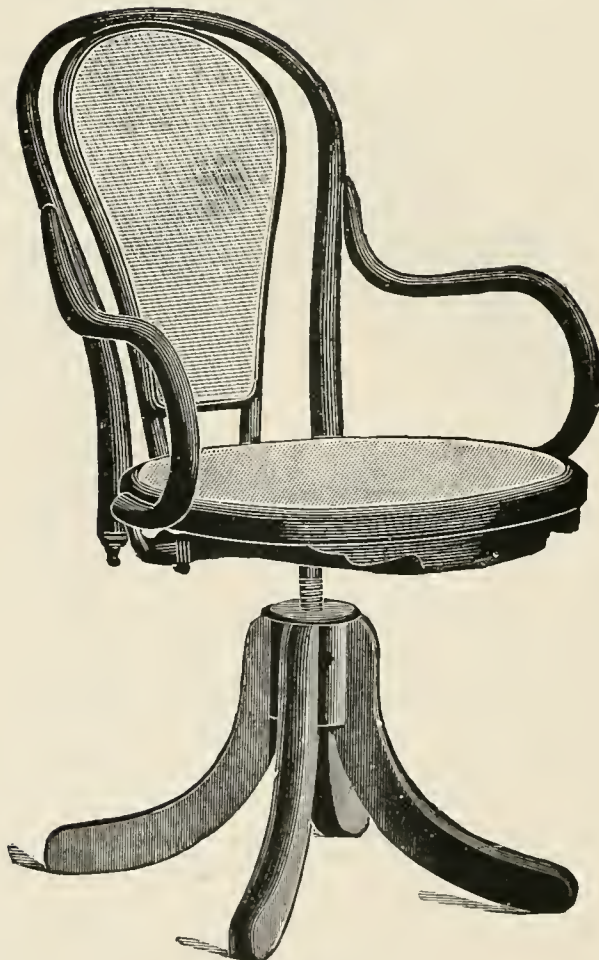
Bent wood chairs. For all purposes the following light, strong, and handsome chairs are in great favor, perhaps nowhere more than in reading-rooms and libraries. So light, a child handles them easily; so strong, they are never broken. They are almost noiseless; with the patent L. B. rubber tips inserted, absolutely so, — a very important consideration. Handsome and durable, these match any forms readily, and have been adopted by a large number of prominent libraries. We strongly recommend them for reading-rooms. Oak, and imitation mahogany. (See illustrations.) Special terms will be made on large orders.



- 77d1. **L. B. Victoria chair.** Easy to get in and out of at a table; oak and imitation mahogany . . . Price, **\$6.50**
 77d2. Ditto, without swivel or spring Price, **4.50**

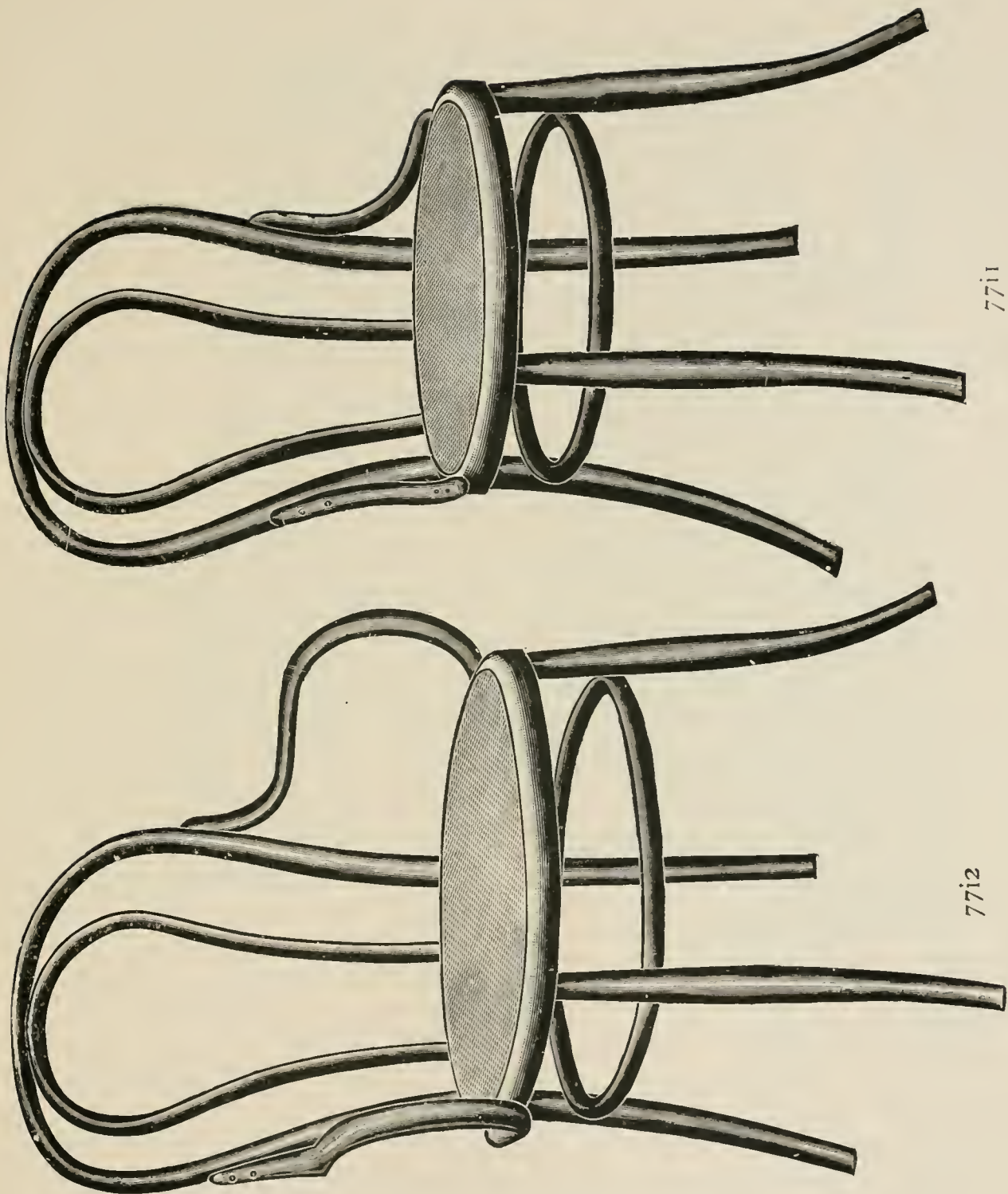


77g3



77g4

- | | | |
|-------|--|--------|
| 77g3. | Swivel and spring desk chair | \$5.00 |
| 77g4. | Swivel large seat arm chair | 6.00 |



Same as 77g1 and 77g2, except the back, which is open.

PRICES

77i1.	No arms	\$1.50
77i2.	Arms and large seats	2.50

Discount on dozen lots.

78n. Newspaper rack. A new device for holding files of current newspapers in the most compact way, yet having each paper

partially exposed to view for identification.

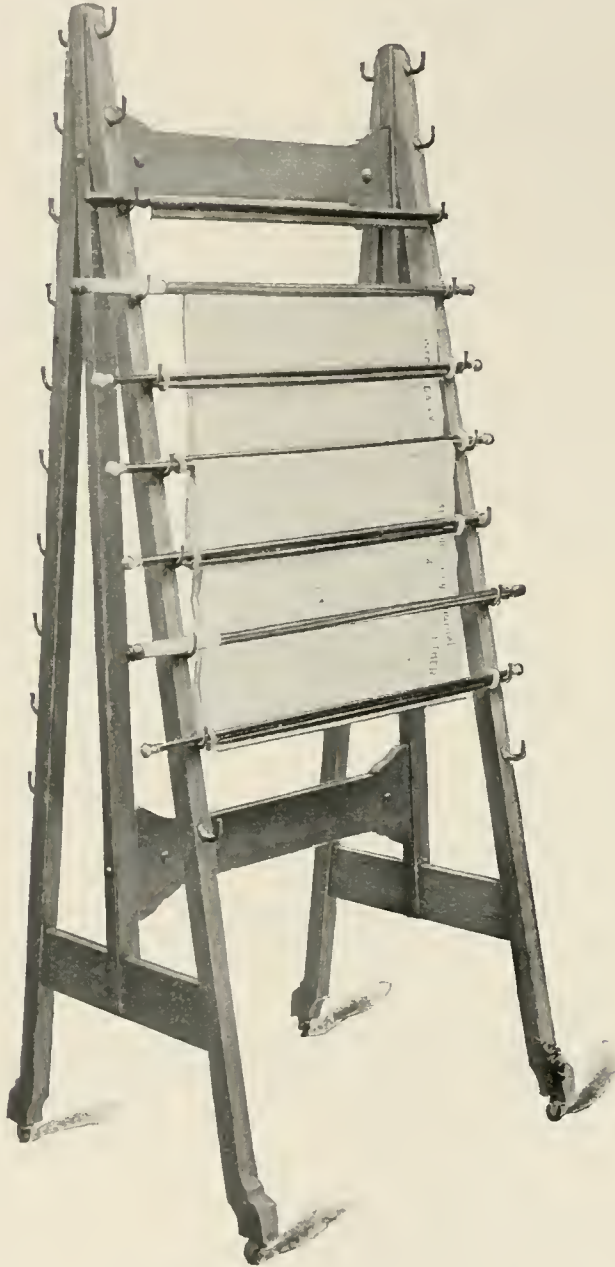
The problem of filing papers in the least space, consistent with ease of selecting the one wanted without handling the others, has never till now been satisfactorily solved. Our new rack is the solution.

It is a frame of oak, handsomely finished, with slanting sides fitted with specially designed solid bronze hooks sufficient for twenty files. The hooks are arranged one above another so the file sticks resting on them leave about six inches of each paper visible, except

the lowest ones, which are wholly exposed. Made to order in walnut, cherry or mahogany.

Regular sizes 28 and 34 inches. Other sizes made to order.

Price	\$15.00
Walnut and cherry, additional	2.00
In mahogany, additional	3.00
Oak, cheaper finish electroplate hooks	12.00





78p. Periodical rack. For holding current magazines. It is made of oak, with slanting sides, so as to form a series of pockets like a ticket case, in which the magazines rest one row above another. Its advantages are obvious. It takes one third the floor space of tables. It costs less. The magazines cannot be knocked off by careless handling. Each one is sufficiently exposed to enable the reader to find the one wanted without touching others. As desirable for hotels and news-rooms as for libraries. These can be made to order in walnut, cherry, or mahogany, or in two-sided form.

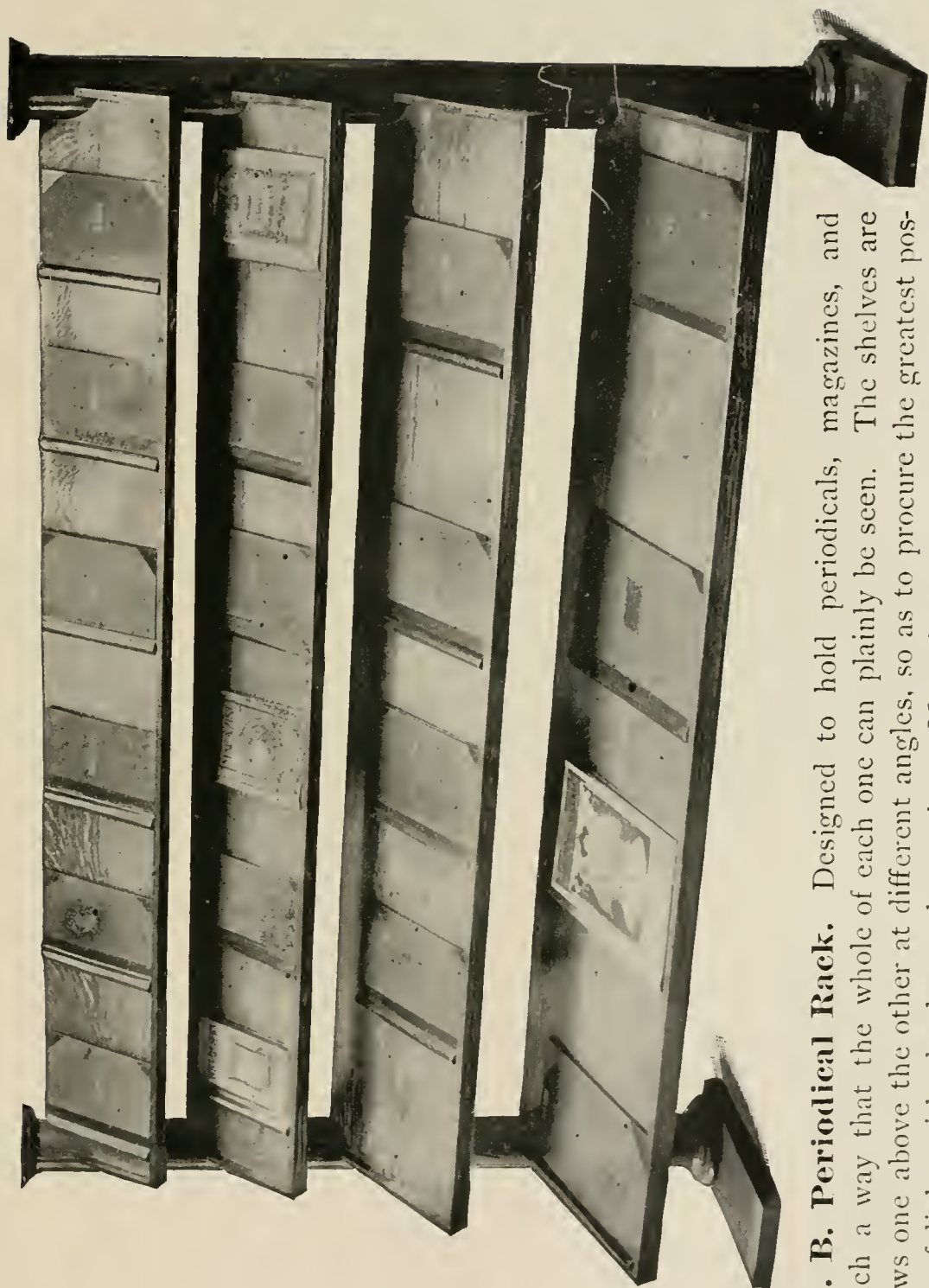
Price	\$18.00
Walnut and cherry, additional	2.00
In mahogany, additional	4.00



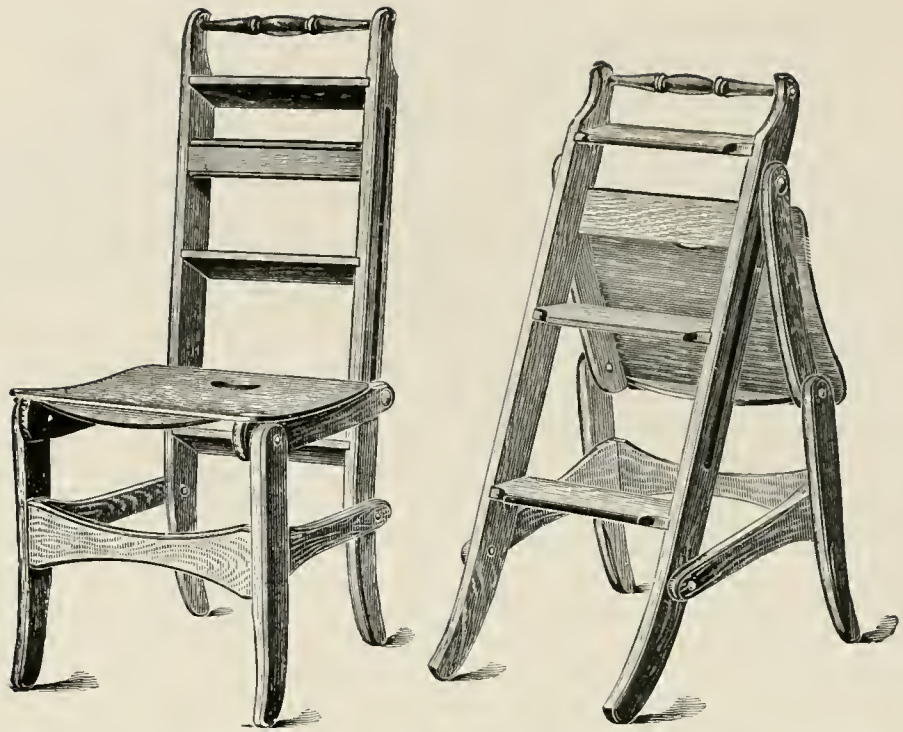
78r. Periodical Rack. For holding current magazines and periodicals in the upper part, and arranged with trays for storage purposes in the lower part.

Six numbers of ordinary thickness can be filed in each tray. The most complete, attractive, and practical periodical rack ever designed for the average library.

Price in quarter sawed white oak, **\$105.00.**



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These ingenious devices have been before the public only a few years, but are found to answer so universal a want that they are now considered an indispensable accompaniment to a dictionary. A dictionary without a holder is a hidden treasure. The dictionary, to be of service, must be used; to be used it must be at hand when wanted, and to be at hand when wanted it must be in a holder ready for reference. Children and grown people use a dictionary if it is in a holder, when they would not go to a bookcase for it. The holder is worth its cost for the preservation it affords. The great and costly book does not get racked, soiled, spoiled, or used as a footstool. Open it, and it remains open; close it, and it remains closed. If at your side when reading, the task of looking up new words is not deferred and then forgotten, but done instantly and easily. A thousand dictionaries in out-of-the-way places do not instruct, while a single dictionary mounted in a holder might serve thousands. In fact, the holder is the great helper of the great lexicons, and in making these stores of learning available is second in importance only to the lexicons themselves.

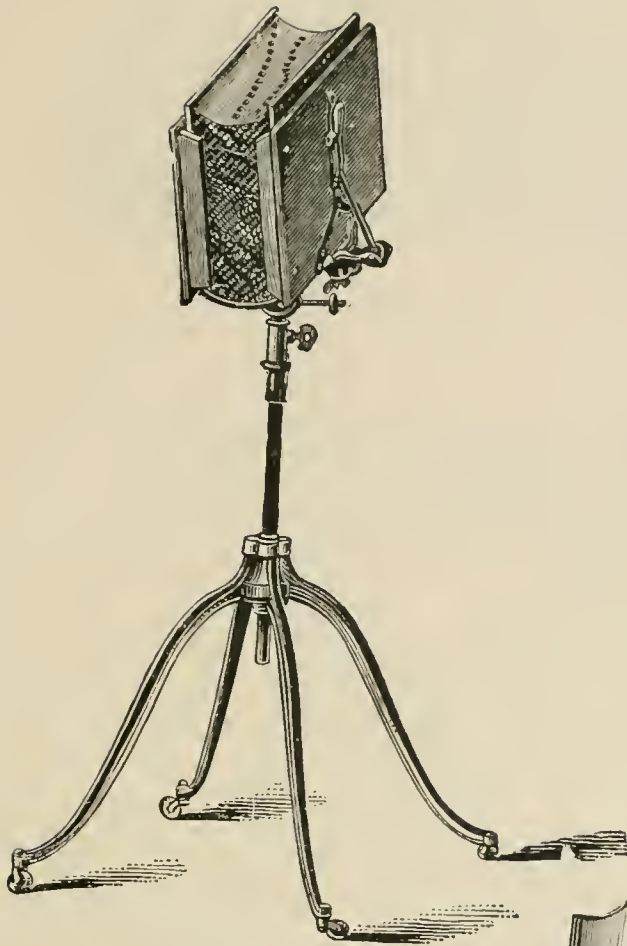
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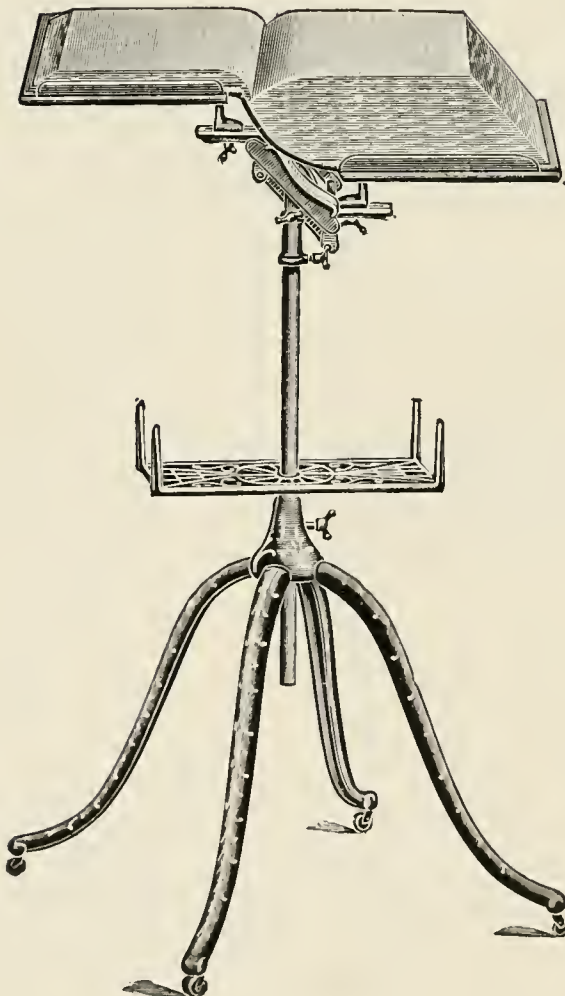
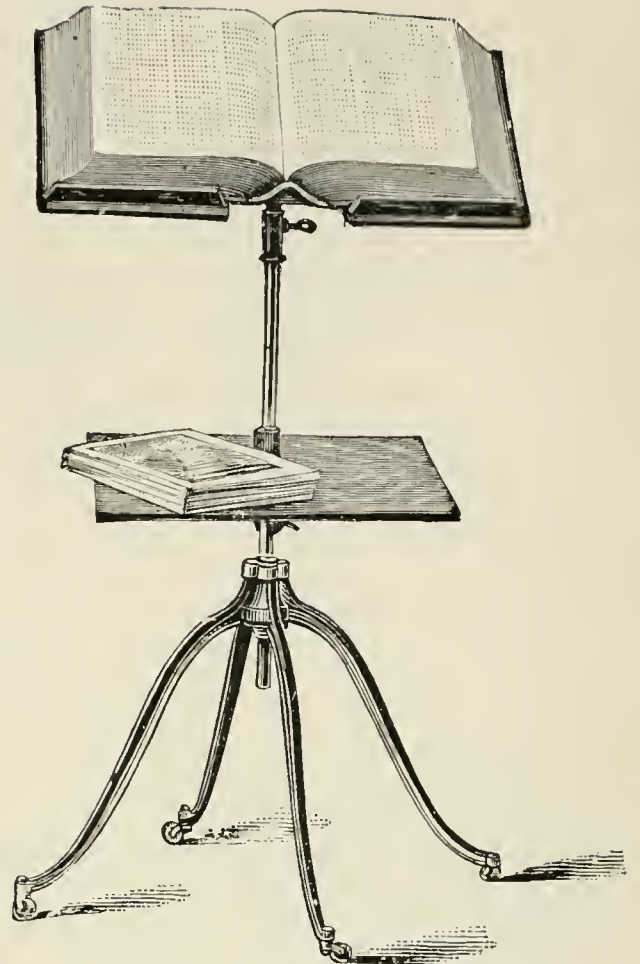
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Dictionary Holder, with Casters.
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With Side Shelf.
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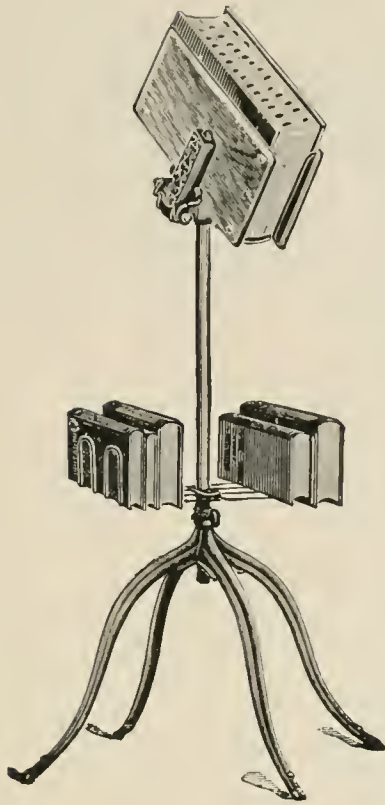
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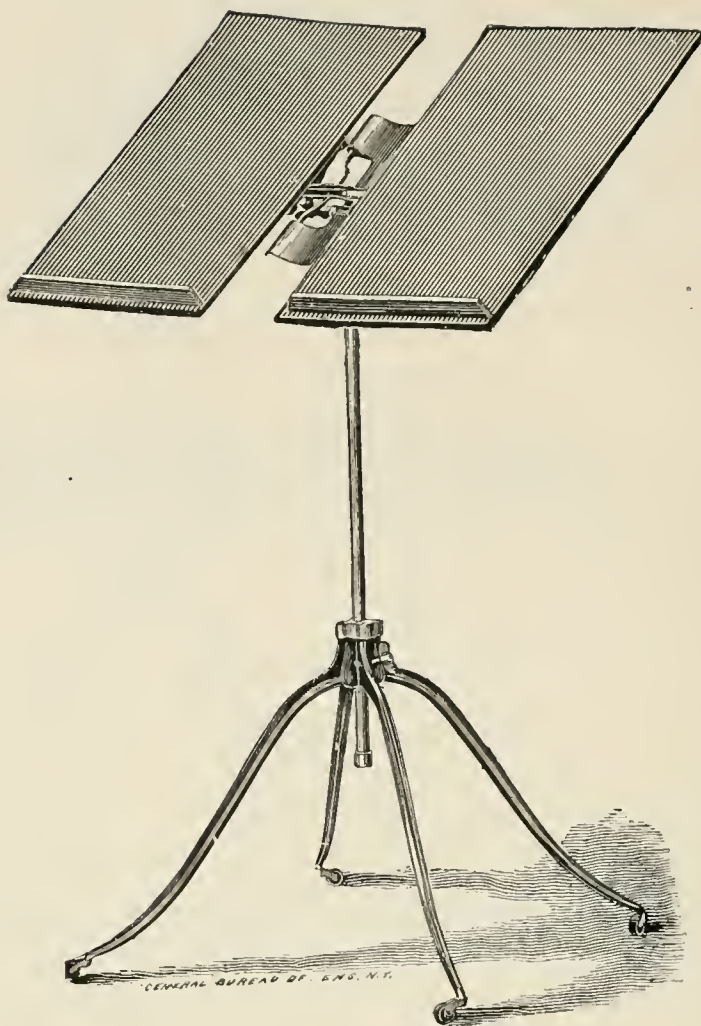
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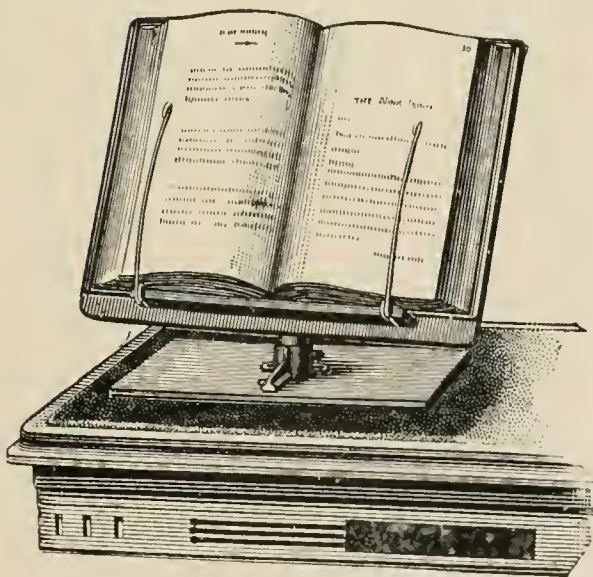
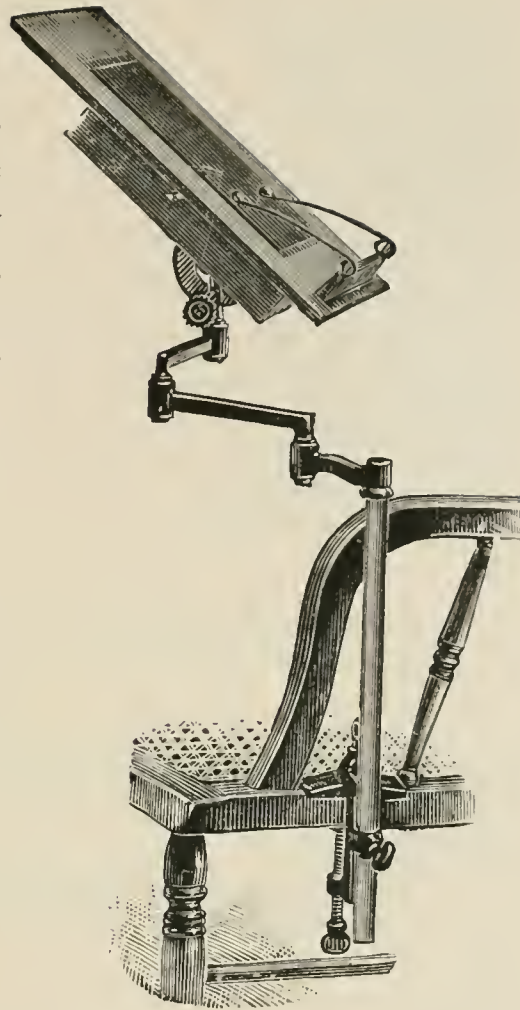
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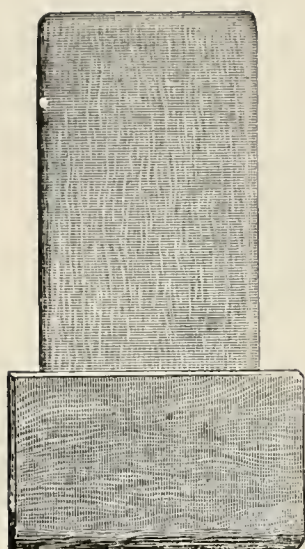
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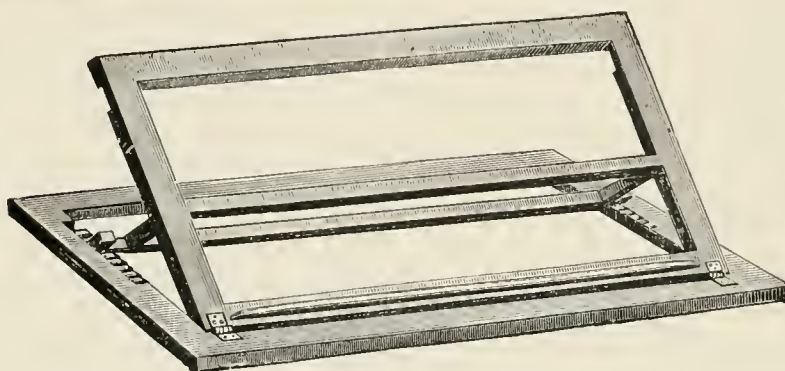
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